



ROYAL AUSTRALIAN ARTILLERY

STANDING ORDERS 2014

FOREWORD

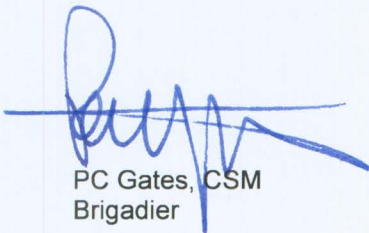
HEAD OF THE ROYAL REGIMENT OF AUSTRALIAN ARTILLERY

It is most important to remember that all Gunners – whether we are full-time, part-time or retired – belong to the one Royal Regiment of Australian Artillery, and we must constantly strive to enhance the excellent reputation of our Regiment. The purpose of these Standing Orders is to assist you in this process by having our Regimental customs and traditions accessible and up to date.

These Standing Orders include the customs and traditions of the Royal Regiment of Australia Artillery, which have been the subject of orders and instructions, and also of those which have been passed down over the years by 'word of mouth'. In addition, Professor David Horner's book *The Gunners* should be regarded as an authoritative publication when researching the history of the Regiment. Similarly, Warrant Officer Class One Christopher Jobson's book, *Royal Regiment of Australian Artillery Customs and Traditions*, should also be regarded as an authoritative publication concerning RAA customs and traditions.

This edition of Standing Orders includes a significant body of work by the RAA History Sub-Committee in correcting the errors and misconceptions present in some versions of the past. For their attention to detail and hard work we dedicate this 2014 version, to them and their continued support to the Royal Regiment.

It is the wish of the Representative Colonel Commandant, Regional Colonels Commandant, and I as HOR that these RAA Standing Orders are widely read, in order to ensure Regimental customs and traditions are respected and well understood by all Australian Gunners.



PC Gates, CSM
Brigadier

Head of Regiment

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CHAPTER 1

ROYAL REGIMENT OF AUSTRALIAN ARTILLERY

INTRODUCTION

- 1.1 The Royal Regiment of Australian Artillery is the artillery component of the Australian Army. Unlike other components of the Army, the artillery does not refer to itself as a corps, but rather as a 'Regiment'. The reasons for this are to be found in its history.
- 1.2 At any one time, the Regiment is embodied in all personnel – Full-time (FT) and Part-time (PT) – who have been appointed, allotted or have served in the RAA.
- 1.3 Royal Australian Artillery (RAA) associations and kindred organisations are linked to the extended Regimental family.
- 1.4 The heritage of the Regiment is manifested in its Colours, the Queen's Banner, its insignia, marches, celebratory days, Regimental property, and customs and traditions.
- 1.5 These RAA Standing Orders (SO) outline the principals by which the Regiment is organised and by which it is to be managed.

FORMATION OF THE REGIMENT

- 1.6 The history of the Regiment dates back to the raising of militia, volunteer and permanent artillery forces in the Australian colonies prior to Federation.

Militia and Volunteer Artillery

- 1.7 The following States raised volunteer artillery units in the years indicated:
 - a. New South Wales – 1854,
 - b. South Australia - 1854,
 - c. Victoria – 1856,
 - d. Tasmania - 1859,
 - e. Queensland - 1862, and
 - f. Western Australia – 1873.

Permanent Artillery

- 1.8 The 'permanent' component of the Regiment was formed on 1 August 1871, when the New South Wales Artillery was raised. A component of this regiment was later designated A Battery and continues in service to this day as a FT sub-unit of the Australian Army.¹

¹ 'It must be noted here that A Field Battery was not the first permanent Artillery unit raised. This distinction as stated in the official history of the Australian Artillery, "The Gunners" by David Horner, can be claimed by the 'Victorian Artillery Corps', which was

1.9 The following States raised permanent batteries in the years indicated:

- a. Victoria - 1870,
- b. New South Wales - 1871,
- c. South Australia - 1882,
- d. Queensland - 1885, and
- e. Tasmania - 1886.
- f. Western Australia – 1893.

1.10 The RAA came into being on 14 July 1899 when the permanent artillery units of New South Wales, Queensland, and Victoria were granted the title 'Royal' by Her Majesty Queen Victoria, becoming colonial Regiments of the RAA.²

Post Federation

1.11 On 1 July 1902 the Queensland, New South Wales and Victoria Regiments of Royal Australian Artillery and the permanent artillery of South Australia, Western Australia and Tasmania were amalgamated and redesignated Royal Australian Artillery'.³ On 1 December 1910 two permanent field batteries were raised as the Australian Field Artillery (Permanent).⁴ On 10 March 1911 His Majesty King George V approved of the designation of The Royal Australian Artillery being altered to 'The Royal Australian Garrison Artillery', and of the Permanent batteries of Field Artillery being designated 'The Royal Australian Field Artillery'.⁵ On 1 July 1927, separate titles were discarded and the original title of 'Royal Australian Artillery' was adopted.⁶ On 31 January 1936 the title was confirmed as 'Royal Australian Artillery Regiment'.⁷

1.12 On 1 July 1903 the militia, partially-paid and volunteer field and garrison artillery corps of Queensland, New South Wales, Victoria, South Australia, Western Australia and Tasmania were reorganized and redesignated as components of the Australian Field Artillery or the Australian Garrison Artillery respectively.⁸

1.13 On 18 November 1935 the title 'Royal' was granted by His Majesty King George V to the Australian Field Artillery and the Australian Garrison Artillery, which were hereafter known as the 'Royal Australian Artillery (Militia)'.⁹

1.14 On 15 September 1949, the permanent and militia components of the Regiment were granted the common title of 'The Royal Australian Artillery'.¹⁰

1.15 Approval was granted on 19 September 1962 by Her Majesty Queen Elizabeth II for the Regiment to be re-designated 'The Royal Regiment of Australian Artillery'.¹¹

established in 1870. It was however reduced in 1881 and its subsequent lineage was not deemed to commence until it was reformed as a garrison artillery battery in 1882. For that reason all gunners accept that A Field Battery by virtue of its longevity and proud history perpetuates the longest continually serving Permanent artillery unit

² Despatches dated 14 July 1899, Secretary of State for the Colonies to the Governors of New South Wales, Queensland, and Victoria.

³ General Order No 101/1902.

⁴ Military Order No 405/1910.

⁵ Military Order No 160/1911.

⁶ Australian Army Order No 357/1927.

⁷ Australian Army Order No 12/1936.

⁸ Commonwealth of Australia Gazette No 35 dated 25 July 1903.

⁹ Australian Army Order No 12/1936.

¹⁰ *The Defence Act and Regulations and Orders for the Australian Military Forces and Senior Cadets*, AMR&O 83. (R.68) (1), as amended by Statutory Rules 1949, No. 68, notified in the Commonwealth of Australia Gazette of 15 Sep 49.

¹¹ Letter, the Private Secretary to the Queen to the Governor General of Australia dated 19 Sep 62; Army Routine Order No 14/62.

REGIMENTAL TITLE

- 1.16** The title 'The Royal Regiment of Australian Artillery' is reserved for formal occasions and correspondence. The short title 'Royal Australian Artillery' is the accepted form for everyday usage. The authorised abbreviation for either title is 'RAA'.

REFERENCE SOURCES

- 1.17 History.** *The Gunners* by Professor David Horner should be regarded as an authoritative publication when researching the history of the Regiment.
- 1.18 Customs and Traditions.** Many aspects of customs and traditions of the Regiment are detailed in these orders. 'The *Royal Regiment of Australian Artillery Customs and Traditions*' by Christopher Jobson, where it is not inconsistent with RAA Standing Orders, should be regarded as an authoritative publication concerning the Regiment's customs and traditions.

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CHAPTER 2

REGIMENTAL ORGANISATION

REGIMENTAL CAPABILITIES

References:

- A. Defence Instruction (Army) Personnel 179-1 - Governance of the Army Heads of Corps function
- B. Defence Instruction (Army) Personnel 99-1 — Honorary Colonels/Colonels Commandant, Regimental Colonels, Chaplain Commandant and Honorary Corps Representatives

2.1 The Regiment is organised by capability. The capability is divided into:

- a. **Offensive Support.** Offensive Support (OS) includes units and sub units whose primary role is the provision of coordination, targeting and indirect firepower
- b. **Surveillance and Target Acquisition.** Surveillance and Target Acquisition (STA) includes units and sub units whose primary role is to provide systematic surveillance and accurate TA and targeting in order to enable field artillery to provide indirect firepower.
- c. **Ground Based Air Defence.** Ground Based Air Defence (GBAD) includes units and sub units whose primary role is to defeat or reduce the effectiveness of enemy offensive airpower and provides Detection of Rocket, Artillery, Mortar and Air Land Integration.

REGIMENTAL HEADQUARTERS

2.2 The address of the Regimental Headquarters is:

Head of Regiment
Royal Regiment of Australian Artillery
School of Artillery
Bridges Barracks
PUCKAPUNYAL VIC 3662

CHAIN OF COMMAND

- 2.3** Units and sub-units supporting the various capabilities of the RAA are placed in the command structure of the Army in accordance with ADF orders. Artillery commanders exercise their command responsibilities through the military chain of command in accordance with those orders.
- 2.4** The Head of Regiment (HOR) is not part of the operational chain of command. HOR is required to represent RAA matters to Army Headquarters. The HOR provides advice to, and coordinates the efforts of, artillery commanders with respect to Regimental matters.

REGIMENTAL APPOINTMENTS

Head of Regiment

- 2.5** The HOR is the officer appointed by Chief of Army (CA) to be his principal adviser on Regimental matters concerning the RAA.

-
- 2.6** The responsibilities of HOR are detailed in ref A. They include:
- a. represent the Regiment as the senior adviser for Regimental heritage matters, capability modernisation and employment category management issues;
 - b. representing the Regiment at Army and Regimental activities;
 - c. coordinating Regimental affairs through the Regimental Committee (RC), including acting as Deputy Chair of the RC and participating as an ex officio or official member of all other Regimental committees;
 - d. conducting, Regimental conferences;
 - e. briefing ACMC on capability issues and other outcomes from the Regimental conference to ensure Regimental issues are considered at the Executive level;
 - f. coordinating Regimental, unit and sub-unit histories;
 - g. promoting Regimental customs and traditions;
 - h. nominating, coordinating and fostering the honorary structure of the Regiment; and
 - i. maintaining close liaison with other HOR of Commonwealth Artillery forces and, when appropriate, with their equivalents in the United States of America and Defence cooperation countries.

Deputy Head of Regiment

- 2.7** The Deputy Head of Regiment (DHOR) is an ex-officio appointment held by the incumbent Commanding Officer/Chief Instructor of the School of Artillery. The responsibilities of the DHOR include:
- a. assisting the HOR to represent the Regiment as the senior adviser for Regimental capability and heritage;
 - b. administering the HOR supplier expense account; and
 - c. providing administrative assistance to the HOR through assigned HOR staff.

Regimental Master Gunner

- 2.8** The Regimental Master Gunner (RMG) is an ex-officio appointment held by the incumbent Warrant Officer Class One Royal Australian Artillery Trades and Training at Headquarters Combined Arms Training Centre. The responsibilities of the RMG include:
- a. representing the Regiment as the senior soldier;
 - b. assisting the HOR in representing the Regiment at Army and Regimental activities;
 - c. assisting the HOR in the performance of all Regimental functions as appropriate;
 - d. performing the role of Property Member on the RC;
 - e. managing the custody, maintenance and employment of the Banner of Queen Elizabeth II; and
 - f. is the RAA Regimental RSM.

HONORARY APPOINTMENTS

Captain-General

- 2.9** Her Majesty Queen Elizabeth II assumed the appointment of Captain-General of the Royal Regiment of Australian Artillery on 19 September 1962.¹
- 2.10** The title Captain-General originated in England in the 15th Century to denote an officer who was appointed as 'Commanding-in-Chief'; the title was displaced by Field Marshal from 1736. The title Captain General was re-introduced for the Royal Regiment of Artillery by His Majesty King George VI on 26 January 1951. In the Australian Army the appointment of Captain General is unique to The Royal Regiment of Australian Artillery.
- 2.11** Prior to the re-introduction of the title Captain General the appointment had been titled Colonel-in-Chief. This appointment has been made to the Royal Australian Artillery on only two occasions:
- a. 1908-1914 – Field Marshal The Right Honourable Earl Frederick Sleigh Roberts VC KG KP GCB OM GCSI GCIE KStJ VD PC².
 - b. 1953-1962 – Her Majesty Queen Elizabeth II.³

Master Gunner St James' Park

- 2.12** The Master Gunner St James' Park is the head of the Royal Artillery in all Regimental matters, and is the channel for communication between the Regiment and the Captain-General. Although the Master Gunner's responsibilities do not extend to other Regiments of Commonwealth Artillery, these Regiments, including the RAA, accord him the greatest respect.
- 2.13** In past years, the RAA has sought the advice and assistance of the Master Gunner. In such circumstances, the Representative Colonel Commandant (RCC) is the link between the Master Gunner and the Regiment.

Representative Colonel Commandant

- 2.14** The RCC is the senior Colonel Commandant (CC) in the Regiment. He is normally dual hatted as a CC.
- 2.15** The HOR makes recommendations, in conjunction with the RCC, for the appointment of the RCC to CA (through the Director General Personnel – Army) six months prior to the recommended date of appointment. The RCC is appointed for a period determined by the CA, with extensions considered on request of the HOR.
- 2.16** The RCC provides advice or assistance when sought by the HOR. RCC duties include:
- a. fostering and promoting the history and heritage of the Regiment;
 - b. representing the Regiment on such occasions as may be necessary;
 - c. communication between the Regiment and our Captain-General and the Master Gunner St James' Park on appropriate matters;
 - d. maintaining liaison with the CC and coordinating their activities on Regimental matters;
 - e. chairing the RC and other committees as may be appropriate; and
 - f. periodically visiting RAA units.

¹ Army Routine Order No 14/62.

² Despatch No 22, The Under Secretary of State to the Governor-General of Australia, dated 23 January 1908.

³ Commonwealth of Australia Gazette No 76 dated 26 November 1953.

Colonels Commandant

- 2.17** There are five CC, one for the Northern, Eastern, Southern, Central/Tasmanian and Western Regions .
- 2.18** The HOR makes recommendations for the appointment of CC to CA (through the Director General Personnel — Army (DGPERS-A) three months prior to the recommended date of appointment. The recommended appointment date is 4 December. CC are appointed for a period determined by the CA, with extensions considered on request of the HOR.
- 2.19** Replacement CC should be identified at least six months before the appointment date. The process should be initiated by respective CC who is to identify and informally contact the recommended replacement in conjunction with local COs no later than May each year. Prospective candidates are to be presented for discussion by the RC executive by June each year. If the candidate is suitable, a formal letter should be sent NLT August seeking acceptance of the offer by the individual for the CC appointment. If the person accepts, then DHOR initiates the staff work for HOR for CA approval.
- 2.20** The tenure of a CC is normally two to four years. The appointment may be extended for a further period not exceeding six years in total. The incumbent may be considered, for an extension if required. It is not customary for appointments or extensions of appointments to be made where the person has attained 70 years of age.
- 2.21** The duties of the CC include:
- a. fostering and promoting the history and heritage of the Regiment;
 - b. fostering esprit de corps, the general welfare of the Regiment and its standing in the community;
 - c. giving advice and assistance to the HOR and the RCC on Regimental matters relevant within their respective regions;
 - d. acting as the POC between the RC and the RAA associations and kindred organisations within their region;
 - e. participating as a member of the RC, and advising on the management of the Regimental Fund (RF);
 - f. visiting RAA units and representing the Regiment at appropriate occasions, in a their region ; and
 - g. assisting the RCC and HOR on Regimental matters.

Administrative Support for Honorary Appointments

- 2.22** The HOR will, on the appointment of a RCC/CC, provide advice on the administrative support arrangements that will be put in place to support them in the conduct of their duties. This advice will normally comprise:
- a. a duty statement,
 - b. an administrative support brief, and
 - c. advice on the provision of financial support.
- 2.23** The broad framework for the provision of administrative support to honorary appointments is at annex A.

Farewells for Honorary Appointment Holders

- 2.24** Honorary appointment holders are not formally farewelled on the completion of their appointment.

Annex:

- A. CC Administrative Support Arrangements

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ANNEX A TO CHAPTER 2

COLONELS COMMANDANT ADMINISTRATIVE SUPPORT

ARRANGEMENTS

INTRODUCTION

1. When an RCC or CC is appointed the HOR / DHOR should nominate a unit or RAA sub-unit to act as the local administrative sponsor for that person based on their residential address and proximity to the unit. The information contained within this annex must be read in conjunction with reference A to C and the CC welcome package that is provided to the appointee and regional sponsor unit(s). Sub units must be consulted to allow consultation with their battalion Headquarters to facilitate support.
2. The RCC and the CC are required to attend a number of official activities as a group, as well as individually visiting the units and independent sub-units within their area of responsibility.
3. CC can expect to represent the Regiment at a variety of other 'Gunner' events held by associations and organisations. Sponsor units are required to afford appropriate support including administration and transport within their local area.

ADMINISTRATIVE SUPPORT

Travel entitlement

4. HOR is limited (by reference A) in the number of trips that he may fund for CC each year. Therefore, the official functions/activities that CC attend are grouped as follows:
 - a. **Mandatory Regimental functions/activities.** These functions/activities will be funded and arranged by HOR staff. These include:
 - (1) regimental conference;
 - (2) mid year colonel commandants conference (when conducted); and
 - (3) CCNR and CCCR are supported for one significant intra-state trip every two years to units outside their immediate residential location.
 - b. **Invitations to additional unit functions/activities.** If additional visits by the RCC or CC, are sought, the unit must provide the funding and make the travel arrangements from within its own resources.

Uniforms

5. The sponsor unit is to arrange for issue and replacement of uniforms and/or equipment as outlined in ref C.

Transport Support

6. In addition to transport for mandatory functions / activities, the sponsor unit is to provide transport on an 'opportunity basis' to support other 'official / representative' activities within the area of the unit or

seek the assistance of other units when the activity is in another unit's area. These activities would include attending state, unit/sub-unit, and association activities such as annual dinners, annual meetings, dedications etc.

Administrative Support

7. The sponsor unit is to provide an appropriate level of administrative support to the CC based on the direction of the HOR and determined by the commanding officer /battery commander. This includes the provision of a modest level of stationery, printing support, and computer assistance.
8. For levels of support beyond the capacity of the sponsor unit or unusual requirements the CC concerned should seek additional assistance from the DHOR.

Staff Support

9. The sponsor unit is to afford a reasonable level of assistance to the CC including, clerical assistance to prepare 'official' documentation for related HOR activities/meetings eg. preparation and reproduction of submissions for the RC.

Rations and Quarters

10. Units and independent sub-units being visited by the RCC and/or CC in an official capacity are to provide the members with rations and quarters at public expense (see reference A).

Identification Cards

11. When a new RCC or CC is appointed, the sponsor unit is to arrange for the issue of a 'retired' defence member identification card if the individual does not already have one. These can be arranged through the normal local issuing authority or transitions cell.

CONCLUSION

12. Sponsor units are to provide all reasonable assistance to the CC being supported. Where sponsor units are unable to provide support required, CC should contact the DHOR in the first instance. It should be remembered that a CC is an honorary appointment and that the individuals who accept appointments receive no financial remuneration for the time they dedicate to carrying out their duties.

CHAPTER 3

UNIT DESIGNATIONS, PRECEDENCE, HONOUR TITLES AND ALLIANCES

UNIT AND SUB-UNIT DESIGNATIONS

- 3.1** The Army Executive is the approving authority for the designation of units or sub-units raised for service. Where additional units or sub-units are to be added to the active establishment, the HOR is responsible for advising the Army Executive on the recommended designation of those units or sub-units.
- 3.2** In developing a recommendation on a unit or sub-unit designation, the HOR will normally follow:
- a. Designations to be allotted to new units and sub-units, as they are raised, are to be recommended to the Army Executive by the HOR after consultation with the RCC, CC, DHOR, History Sub-committee and other stakeholders if required.
 - b. Designations allotted to batteries are to perpetuate territorial, historical or other associations where possible and practicable.
 - c. If a unit or battery changes descriptor (e.g. from AL to OS) its designator is to remain unchanged and its traditions unbroken.
 - d. If a unit cannot be maintained at sufficient strength, where possible and practicable it should be linked with another unit with its traditions and property carried by the linked unit until conditions allow separation.
- 3.3** If a unit or battery is disbanded and/or removed from the active establishment its property is to be preserved in accordance with chapter 13.
- 3.4** Any process should be initiated and staffed by the gaining unit and based on the policy described in para 3.2. It should include the background, possible options and recommendations.
- 3.5** Preference should be given to selecting unit and sub-unit designations that have direct links to the past. Units and sub-units that are re-raised should use designators with significant or historical service to the RAA.
- 3.6** The allocation of a unit or sub-unit designation is separate from and does not over-ride measures that might be described in doctrine to accomplish various technical duties (for example, the use of letters P, Q, R etc to indicate batteries within a unit).

PRECEDENCE

- 3.7** The RAA takes precedence on parade with other Regiments and Corps of the Australian Army as detailed in AMR 68.
- 3.8** All units of the RAA shall take precedence among themselves according to numerical order except that A Battery, if on the active establishment as an independent battery, shall have precedence over all other artillery units and independent sub-units.

- 3.9** A unit is to take precedence according to the order of their numerical succession, irrespective of the precedence of the sub-units that form it. FT Units have precedence over PT units. If units are not included in numerical succession, the units have precedence according to the order in which the Commands to which they belong are specified in the instrument appointing Commands.
- 3.10** When on parade, if some units are parading with their guns and some without, those with guns take precedence on the right of the line for the RAA.
- 3.11** In 1891 the Victorian Horse Artillery, when on parade with their guns, were granted the privilege of taking the right of the line, with precedence over the Victorian Cavalry. This custom was inherited from one adopted by the Royal Horse Artillery in 1793 but had its origins in the mid-18th Century when the Royal Artillery began to take its place to the right of infantry and dismounted cavalry on all parades.
- 3.12** From 1904 the Royal Australian Artillery Regiment, if mounted, and units of the RAA (Militia) allotted to cavalry formations were, when on ceremonial parade with their guns, to take the right and march at the head of regiments of the Australian Light Horse. This custom lapsed in 1949 on the amendment of Australian Military Regulation 68 to reflect changes in the order of precedence of Corps of the Australian Military Forces.

HONOUR TITLES

- 3.13** Honour titles may be granted to individual units and sub-units to commemorate particular acts of service. Although they are domestic matters of the Regiment, a submission is made to the Army Battle Honours and Awards Committee sponsored by Army History Unit. If supported this is staffed by the Army Executive to the Governor General for approval. A submission seeking the award of an honour title is to be staffed in accordance with current instructions.
- 3.14** The Honour Title 'Coral' was awarded to 102 (Coral) Field Battery by His Excellency Major General P.M. Jeffrey, AC CVO, MC on 14 May 2008. Further information is attached at annex A.

ALLIANCES

- 3.15** An alliance has been approved between the RAA and the Royal Artillery (RA)¹.
- 3.16** Alliances are approved in principle between units or sub-units of the RAA and the units or sub-units of the Commonwealth Artillery, providing they are sought for the purpose of creating a practical as well as sentimental bond of friendship.
- 3.17** Before a unit initiates any administrative action to create an alliance with a British or Commonwealth unit, the commanding officer must obtain agreement to the proposal from the Army Executive. Similarly, approval must be obtained before responding to any approach made by any other Commonwealth unit for an alliance.
- 3.18** Alliances, when authorised are published in the Australian Army List.

Annex:

Honour Title 'Coral'

¹ Army Order 58/1919; Military Order No 261/1919 of 31 May 19.

ANNEX A TO CHAPTER 3

HONOUR TITLE 'CORAL'

Reference:

- A. Official Submission for the Justification for the award of the Honour Title of 'Coral' to 102nd Field Battery

INTRODUCTION

1. The Governor General, His Excellency, Major General Michael Jeffrey, AC, CVO, MC (Retd) approved a unique military award to the Royal Regiment of Australian Artillery by approving the Honour Title 'Coral' to 102nd Field Battery, RAA for its actions during the Vietnam War. This was the first time that such a title has been presented to any Australian military unit.
2. The ceremony was conducted on Mount Pleasant at the RAA National Memorial on the 14 May 2008. The presentation by the Governor General included the Honour Title Scroll which was received by LTCOL C.D. Furini, CO 8th/12th Medium Regiment and the letter of approval which was received by MAJ D.T. Brennan, SO to HOR.
3. Since the presentation of the title, the battery is now to be known as 102nd (Coral) Battery, RAA.
4. A brief summary of the action is outlined below. The reference contains more comprehensive information including the justification for the award. The reference can be found on the RAA Regimental website.

ACTION

Overview

The battles around Fire Support Bases (FSB) CORAL and BALMORAL, from 12 May to 6 Jun 1968, in terms of their duration and intensity, the numbers of units and men engaged on both sides and casualties incurred was greater than any other actions by Australians in the Vietnam War.¹

The deployment of 1st Australian Task Force (1 ATF) as part of Operation Toan Thang ("Complete Victory") was the first brigade operation with all Combat Arms undertaken by Australians since World War II and the largest operation that 1 ATF conducted in Vietnam. 1 ATF activities in this period disrupted enemy infiltration and attacks against Saigon to such an extent that the Australian force experienced enemy regimental sized attacks on both FSB CORAL and BALMORAL.

Heavy contacts occurred throughout the period within the areas of operations (AO) dominated by these FSB, involving the infantry of 1st Battalion (1 RAR) and 3rd Battalion (3 RAR) of the Royal Australian Regiment, supported by tanks and cavalry, artillery, and other Arms and Services. When 1 ATF redeployed in June 1968, enemy casualties were over 300 killed, around 1000 wounded, 11 captured and 2 surrendered. 1 ATF casualties were 26 killed and 100 wounded.

The battles played a major part in securing Saigon from further attack in 1968. The opportunity to commemorate their importance is provided by the 40th Anniversary of the battles in May 2008.

Background to the Operation

Operation Toan Thang was launched in early April 1968, involving 70,000 US and Allied troops with the objectives of eliminating the enemy forces involved in the Tet Offensive of January/February 1968 and

¹ McAuley, Lex, *The Battle of Coral Fire Support Base and Balmoral, May 1968*, Hutchinson, Melb 1988, pp1-2

preventing a second offensive against Saigon and the large US base at Long Binh. The Australian Government agreed that 1 ATF could join this operation north of Saigon, well north of Nui Dat.

In early May 1968, the enemy again attacked Saigon. Plans were developed by 1 ATF to deploy into the border area of Bien Hoa Province to help counter this offensive. From early May, substantial main force and local force units had moved through this area to attack Saigon. Five enemy regiments and the headquarters of 7th North Vietnamese Army Division (7 NVA) were known to be operating in it.

1 ATF Deployment into the Area of Operations

On 12 May 68, 1 ATF commenced deployment into AO SURFERS. The force to be lifted in by helicopter that day comprised of 1 RAR, 3 RAR and the 12th Field Regiment (12 Fd Regt) Royal Australian Artillery, comprising Regimental Headquarters (HQ), 102 Field Battery (102 Fd Bty) and 161 Field Battery Royal New Zealand Artillery (161 Fd Bty NZ). FSB CORAL was to be established with the artillery units protected by an infantry company of 3 RAR. The remaining infantry was to spread out to interdict enemy withdrawing from the Saigon area.

A road move was to follow on 13 May 68 comprising HQ 1 ATF, A Squadron 2nd Cavalry Regiment (A Sqn, 2 Cav Regt) Royal Australian Armoured Corps, 1st Field Squadron (1 Fd Sqn) Royal Australian Engineers, A Medium Battery 2/35 Battalion US Artillery (A 2nd/35th Bty USA), a detachment of 131 Division Locating Battery, Royal Australian Artillery and logistic elements.

The Australian airlift on 12 May was disrupted by diversion of helicopter support to the 1st US Infantry Division, which was heavily engaged with NVA in the area, and, as a result, units arrived late in the day with little daylight left to complete defence preparations or move to night positions. The guns of 102 Fd Bty and 161 Fd Bty were positioned some 1.5 kilometres apart and the designated infantry protection company was isolated from them. The fly-in of 102 Fd Bty was observed by an element of 141 NVA Regiment, 7 NVA, which, as we now know, withdrew from the fly-in area and commenced planning an attack on CORAL and the guns that night.

The Battle of CORAL

Initially on the night of 12/13 May, sporadic contacts with the NVA occurred as the infantry companies deployed to night positions, culminating in a heavy attack on D Company (D Coy) 1 RAR, killing two soldiers and wounding 11. 102 Fd Bty fired in support of D Company.

At 2.15 AM, a mortar and rocket barrage hit CORAL, followed by an NVA regimental size assault from the north. The enemy overran part of the 102 Fd Bty gun position and the 1 RAR Mortar Platoon. Heavy close-quarter fighting ensued, including artillery firing anti-personnel rounds over open sights into the enemy mass, and surged confusedly around the mortar platoon and the forward guns. No 4 gun fired 84 rounds of direct fire, No 6 gun was in enemy hands and No5 was laid on it ready to destroy it if it was moved. The other guns were hit by RPG or had ammunition set on fire. The NVA also penetrated up to the 12 Fd Regt Command Post and two gunners of HQ Bty were killed.

US and Australian artillery, helicopter gunship, 'Spooky'² and close air support all provided support. At dawn, enemy fire slackened and two patrols of gunners recaptured No 6 gun, cleared the front of the position and assisted the 1 RAR Mortar Platoon, which had suffered five killed and eight wounded out of eighteen soldiers. The NVA left fifty-two bodies around the mortars and guns although hundreds of drag marks pointed to much higher enemy casualties.

Following the first attack on CORAL, the rifle companies of 1RAR were ordered back to the FSB where they established strong defence positions, bolstered by the arrival of armour, a US medium battery, engineer and other elements of the 1 ATF during 13 and 14 May 68. On 16 May at 2.45 AM, an NVA regimental size group again attacked CORAL, supported by heavy mortar and rocket fire, and against the companies of 1 RAR, all of which repulsed repeated attacks from 3.30 to 6 AM. Enemy losses were 34 confirmed killed; however it is estimated that several hundred bodies were removed. Australian losses were five killed and nineteen wounded, and the US Bty suffered two wounded.

² US Dakota aircraft equipped with rapid fire mini-guns

After the second attack, CORAL was not seriously threatened again but was regularly subject to rocket and mortar attack. Aggressive patrols by 1 RAR resulted in daily contact with large enemy groups. 1 ATF was bolstered by the call forward of C Squadron, 1 Armoured Regiment (C Sqn, 1 Armd Regt)³.

The Battle of BALMORAL

3 RAR conducted interdiction operations in AO SURFERS until 24 May 68 when it moved further north into AO NEWPORT and occupied FSB BALMORAL on 25 May 68. A troop of tanks from C Sqn, 1 Armd Regt joined the battalion that afternoon. From this day, 3 RAR was in constant contact with the enemy. In the early hours of 26 May 1968, FSB BALMORAL was attacked by an NVA infantry battalion from 165 NVA Regt. This assault was repulsed by 3 RAR and the combined direct fire of 2 Tp C Sqn 1 Armd Regt and 2 Tp A Sqn 2 Cav Regt. The tanks fired anti-personnel canister rounds to great effect, and concentrated artillery fire and air support broke up the enemy assault.

At 2.45 AM on 28 May 1968, a regimental attack was mounted against FSB BALMORAL and was sustained until 5 AM, resulting in 55 enemy killed and six POW. Australian casualties were one killed and six wounded. During this attack, the enemy assaulted the rifle companies of 3 RAR manning three sectors of the defensive perimeter of BALMORAL. In two of these, the assault was straight into the muzzles of two tanks. The enemy attacks were beaten off on the perimeter defences.

Conclusion

1 ATF played a large role in the success of Operation Toan Thang. Between 12 May and 6 June 1968, its units were constantly in contact with a numerically superior enemy. Following the defensive battles at CORAL and BALMORAL, 1 ATF action clearly swung to the offensive, denying the enemy use of his 'safe areas' and blocking his infiltration and attack corridor to Saigon and Bien Hoa. The battles were significant because of their size, duration and the opposing main force NVA.

ADMINISTRATION

5. The RC recognised under Motion 08/19-A of the RC Meeting conducted on 13 of November 2008 that:
 - a. the custodianship of the documents presented to CO 8/12 (scroll) and SO to HOR (letter) by the Governor General are as follows:
 - (1) The 'Coral' Scroll – on long term loan to the Australian War Memorial (until further notice) for preservation, security and display purposes as required; and
 - (2) The official 'Approval' letter – to be held by 102 (Coral) Battery.
 - b. both original 'Coral' documents are to be brought to charge on RAA Regimental property and be accounted for accordingly;
 - c. only three full size numbered unsigned copies are to be produced for the 8/12 Regt, SOARTY and the AAAM; and
 - d. ceremonial, loan, replacement and other administrative procedures relating to the Honour Title are retained by the HOR and/or RC.

³ Equipped with Centurion Main Battle Tanks

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CHAPTER 4

REGIMENTAL INSIGNIA

COLOURS OF THE ROYAL REGIMENT

- 4.1** The Colours of the RAA are the guns.
- 4.2** Within the context of this chapter, 'gun' is defined as being a towed or self-propelled gun or howitzer, mortar, missile launcher, or vehicle if fitted with a missile launcher.

HISTORY

- 4.5** During the early years of the Royal Artillery, the equivalent of today's Queen's Colour was carried on one of the guns in the artillery train. Normally the Colour was carried on the largest gun of the train, which became known as the Colour Gun or Flag Gun. The practice of carrying the Colour on the gun ceased towards the end of the eighteenth century, when the guns themselves came to be known as the Colours.

General Rules for Paying Compliments to the Colours

- 4.6** The general procedure for paying compliments to the colours is as follows:
- When no less than a battery with its guns is parading on a ceremonial occasion, the leading gun represents the Colours of the RAA. Compliments and respect due to Colours are to be paid when this gun passes the immediate front. The exception to this is the Reviewing Officer who in taking the salute of each detachment commander salutes all guns.
 - A pennant should be flown from the lead missile launcher vehicle.
 - On other occasions, it is impractical to pay compliments to 'guns', but they should always be treated with dignity and respect. Such practices as smoking or lounging on or near guns, decorating them on social occasions and leaving them unprotected are unacceptable.
 - Units and sub-units whose principle equipment is not a 'gun' do not have colours. The Queens Banner is to be used in lieu on ceremonial occasions.
- 4.7** The 'guns' take precedence over the banner when they are paraded together.

Compliments by Quarter Guards

- 4.8** Compliments should only be paid to '... an armed corps' or '... armed party' involved in ceremonial activities
- 4.9** The Army Ceremonial Manual requires that, between 'Reveille' and 'Retreat', a quarter guard is to turn out and present arms to '... an armed corps'. In the case of the RAA, '... an armed corps' means an artillery unit or sub-unit with its guns and '... an armed party' means no less than an artillery battery with its guns or launchers.

- 4.6 Compliments should only be paid to '... an armed corps' or '... armed party' involved in ceremonial activities.

GUN ENGRAVINGS

- 4.3 The Royal Cypher is engraved on the barrel of British Light Guns in service.
- 4.4 Australian made Hamel Guns have the Australian Coat of Arms engraved on the barrel.

BADGES AND CYPHER

Regimental Badge

- 4.7 Prior to Federation, the Regiments or Corps of Artillery of the Australian colonies had their own distinctive badges. Normally these were based on a current Royal Artillery design or were the generic badge of the colony concerned.
- 4.8 The Royal Australian Artillery Regiment, the Australian Field Artillery and the Australian Garrison Artillery adopted badge designs in 1903 based on a grenade.
- 4.9 In 1930 the permanent and militia artillery adopted a badge based on that of the Royal Artillery. This badge had as the centre piece a field gun above which was a scroll containing the battle honour 'UBIQUE' surmounted by a Tudor Crown, and below was another scroll containing the motto 'CONSENSU STABILES' and the title 'AUSTRALIA'.
- 4.10 In 1950 the motto 'QUO FAS ET GLORIA DUCUNT' replaced the wording in the lower scrolls. A further minor change to the badge was incorporated in 1954 after the Accession of Her Majesty Queen Elizabeth II, who adopted the St Edward's Crown in lieu of the previously used Tudor Crown. This pattern of the badge has now been sealed for use within the Australian Army.
- 4.11 All officers and warrant officers class one wear a Regimental Badge with a wheel free to spin.
- 4.12 Subject to the badge being accurately portrayed and to its use being in good taste, it may be used within the RAA on stationery, silver, unit signs and similar without further reference.

Regimental Cypher

- 4.13 The Regimental Cypher consists of the letters 'RAA' entwined under a crown. During the Great War it was worn by the Siege Brigade AIF in conjunction with the motto 'CONSENSU STABILES' as a head-dress badge. Its principal use, in conjunction with the motto 'QUO FAS ET GLORIA DUCUNT' is as the collar badge worn by warrant officers class two and below. It may be used within the RAA on stationery, silver, etc, subject to the same provisos as for the Regimental Badge without further reference.

Grenade Badge

- 4.14 All officers and warrant officers class one wear the Grenade Badge as a collar badge.

REGIMENTAL MOTTO

- 4.15 On 28 November 1949 His Majesty King George VI granted the Royal Australian Artillery approval to adopt the motto of the Royal Regiment of Artillery 'QUO FAS ET GLORIA DUCUNT'. Notification of this honour was promulgated in Australian Army Order No 6 of 1950. The use of the previous motto of

the Royal Australian Artillery 'CONSENSU STABILES' (Strong in Agreement) was discontinued at this time.

- 4.16** The motto 'QUO FAS ET GLORIA DUCUNT' generally has three translations, which are accepted, although the first appears to be the one more readily accepted and most used. These translations are as follows:
- a. Where right and glory lead.
 - b. Where truth and glory lead.
 - c. Where honour and glory lead.

BATTLE HONOUR

- 4.17** The battle honour 'UBIQUE' meaning 'EVERYWHERE' is accepted in place of a series of battle honours and is included in the Regimental Badge and the collar badge worn by officers and warrant officers class one.

BATTERY BADGES/PLAQUES

- 4.18** Batteries of the Regiment may adopt individual battery badges for use on stationery, plaques, silver, etc. These badges may also be used, in accordance with current ADF instructions, for marking guns and vehicles.
- 4.19** Battery badges must be well designed, distinctive and heraldically accurate.
- 4.20** Requests for approval of battery badges are to be forwarded to the HOR for consideration by the RC prior to approval by the DGPERS-A.
- 4.21** Badges are not to be taken into use until the DGPERS-A has approved the design.

UNIT COLOUR PATCHES

- 4.22** The authority for wearing unit colour patches is contained in Army Dress Manual.

REGIMENTAL AND BATTERY TIES

Regimental Tie

- 4.23** The tie of the Royal Regiment of Australian Artillery is navy blue with crimson zigzag running downwards from the left to right when worn. The tie may be worn by all ranks of the Regiment both serving and non-serving. A Regimental bow tie is available in the same pattern.

Unit and Sub-unit Ties

- 4.24** The adoption of ties by individual units or sub-units is encouraged. Requests for the approval of a design are to be forwarded to the HOR for consideration by the RC prior to approval by the DGPERS-A.

Regimental Badge brand management

- 4.25** There is no definitive Defence policy on this issue except that in general terms the RAA has authority over the brand management of its own badge. Army does have a Brand Manager that can provide advice if required. In lieu of a more definitive policy, Director Coordination Army advises that the HOR may authorise the use of the Regimental badge on grave plaques/headstones and for other worthy requests. The process is controlled by:
- a. RAA receives a request for the use of the Regimental Badge and forwards it to SO2 HOR,
 - b. the validity of the request is checked through the Department of Veterans' Affairs, Veterans Roll.
 - c. a recommendation is forwarded to HOR with a draft official letter to the member of the public advising of the decision. This letter includes details of how to obtain the jpg image of the Badge from Brand Manager Army,
 - d. once authorised, SO2 HOR will advise the deceased person's family and the relevant funeral director of the authorisation,
 - e. Brand Manager Army can be contacted on 02 6265 4249 for all related enquiries.

CHAPTER 5

THE BANNER OF QUEEN ELIZABETH II

HISTORY

- 5.1** In November 1904, the Governor General, Lord Northcote presented twenty Banners on behalf of the His Majesty King Edward VII to Australian units that saw active service in the Second Boer War (1899-1902) in recognition of their valuable services to the Empire. The units consisted of eighteen Light Horse Regiments, the RAA, in recognition of service by A Battery, New South Wales Regiment, RAA and the Australian Army Medical Corps.
- 5.2** This distinction conferred upon the RAA is unique as no other Commonwealth artillery has been honoured in such a way.
- 5.3** In 1970, Her Majesty Queen Elizabeth II, Captain-General of the Royal Regiment of Australian Artillery, approved the presentation of a Banner to the Regiment in honour of its Centenary on 1 August 1971. His Excellency the Governor General, Sir Paul Hasluck, formally presented the Banner.
- 5.4** The Queen's Banner replaced the King's Banner. The King's Banner was laid-up in the Australian War Memorial on ANZAC Day 1972. It is now the property of the Australian War Memorial and is regularly displayed in the Boer War Gallery.

TITLE

- 5.5** The full title is 'The Banner of Queen Elizabeth the Second'. The short title is 'The Queen's Banner'. When orders are given to the Banner Party, the full title is always used.

DESIGN

- 5.6** The Queen's Banner incorporates the following design:
- a. Fabric. Royal blue Damascus Silk with a five centimetre gold fringe and a maroon pike pocket.
 - b. Obverse side - Queens Crest. Exquisite sculptured three-dimensional silk thread Edwardian crown surmounting the Royal Cypher with '1871- 1971' in gold lettering in the top left corner.
 - c. Reverse side - RAA Badge. Three-dimensional gold bullion badge of the Royal Regiment of Australian Artillery. Heraldic custom is such that the muzzle of the gun always points towards the pike.
 - d. Cords and Tassels. The cords and tassels are in gold and crimson thread.
 - e. Pike. A two-piece pike made of selected Ash and finished with fine French polish. Also available is a traditional one-piece 2.25 metre pike.
 - f. Royal Crest. The Royal Crest consists of a gilt lion atop an Edwardian crown.
 - g. Plaque. A silver plaque is affixed on the pike with the inscription:
'Presented by Her Most Gracious Majesty Queen Elizabeth II, Captain-General of the Royal Regiment of Australian Artillery, to replace the Banner presented by His Majesty King Edward VII and in honour of the Centenary of the Regiment, 1971.'

- 5.7 Unit citation streamers are not affixed to the Queen's Banner.

LODGING

- 5.8 The Queen's Banner is lodged in the RAA Regimental Officers' Mess at Bridges Barracks, Puckapunyal. The School of Artillery secures it. Authority for its use is vested in the HOR and day to day management is the responsibility of the RMG.

COMPLIMENTS AND PRECEDENCE

Treatment

- 5.9 The Queen's Banner is treated and afforded the same compliments as a colour.

Compliments and Precedence on Parade

- 5.10 Compliments paid to the Queen's Banner are laid down in the Army Ceremonial Manual.
- 5.11 When paraded with the 'guns' (see definition in Chapter 4), the guns as colours take precedence over the Queen's Banner. The Queen's Banner, however, as an honourable insignia presented by Her Majesty Queen Elizabeth II is also saluted when it is passed or when it is passing the dais.

THE QUEEN'S BANNER ON PARADE

Mounted or Dismounted Parades

- 5.12 The Queen's Banner may be paraded dismounted on a dismounted parade, or mounted on a mounted parade. When the Queen's Banner is paraded on a mounted parade with the guns, the Queen's Banner is to be driven on, with the 'guns', with the Queen's Banner placed forward of the guns being paraded. The drills and procedures are to comply as far as possible with the drills and procedures as set out in the Ceremonial Manual.

Casing and Uncasing the Queen's Banner

- 5.13 The suggested format for casing and uncasing is detailed in annex A.

Marching on the Queen's Banner

- 5.14 When paraded with other colours, banners etc, the Queen's Banner is to be marched and positioned in accordance with the Army Ceremonial Manual.
- 5.15 The march on/off procedure for the Queen's Banner is in annex B.

The Banner Party

- 5.16 On any occasion that the Queen's Banner is carried on parade, the Banner Party is to comprise one subaltern (ensign), the RSM or an appropriate warrant officer, and two senior non-commissioned officers. Approval to vary this composition must be sought from the RMG.
- 5.17 The Banner Party is to dress as follows:
- a. The ensign and the RSM/warrant officer of the Banner Party are to wear the following accessories which are held by the School of Artillery and issued with the Queen's Banner:

- (1) sword artillery officer;
 - (2) scabbard, sword steel, artillery officer;
 - (3) gloves, white cotton or kid leather (user unit to provide);
 - (4) knot, sword, buff white;
 - (5) belt, sword, buff, white; and
 - (6) slings, buff white.
- b. Escorts are to wear gloves, white cotton or kid leather (user unit to provide) and the bayonets of the escorts are to be encased with nickel silver tips. The bayonets and tips are held by the School of Artillery and will be issued with the Banner.
- c. The condition of the accoutrements are to be regularly inspected by the RMG. Most items can be replaced through the normal resupply system. The School of Artillery Q store should maintain replacements for those items most likely to be soiled including gloves and escort belts.

Selection of the Guard

5.18 For a unit parade, the custom is that the senior battery on that parade provides the guard. Unit Commanders may vary this arrangement.

Guard Strength

5.19 The strength of the guard outside that of the Banner Party is to be at least:

- a. two officers; and
- b. 48 other ranks.

DISPLAY AT DINING-IN NIGHTS

5.20 The Queen's Banner may be displayed in a mess during a dining-in night. The drills and procedures to be used if the Queen's Banner is to be marched-in and marched-out on such an occasion are in annex C.

ADMINISTRATIVE PROCEDURES

5.21 Detailed procedures for requesting, arranging movement, security and parading of the Queens Banner will be issued as required by the RMG. Further details can be found in the booklet, A Guide to the Banner of Queen Elizabeth II, which has been issued separately.

Annexes:

- A. Suggested Format for Casing and Uncasing the Queen's Banner
- B. Suggested Format for March On/Off Procedure for the Queen's Banner
- C. Suggested Format for March In/Out Procedure for Display of the Queen's Banner at a Dining-in Night

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ANNEX A TO CHAPTER 5 SUGGESTED FORMAT FOR CASING AND UNCASING THE QUEEN'S BANNER

1. Uncasing the Queen's Banner (in the Mess)

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
1.	UNLODGING THE BANNER (IN A DISPLAY CASE)			Banner Escorts are formed up outside the Mess (or place of lodgement).
				Ensign stands at attention in front of the cased Queens Banner. The Ensign salutes the Queens Banner and then removes it from the Brackets, (the Queens Banner orderly, wearing gloves, assists where necessary).
2.	UNCASING THE BANNER (IN A BAGGED CASE)			Banner Escorts are formed up outside the Mess (or place of lodgement).
				Ensign stands at attention in front of the cased Queens Banner. The Queens Banner is removed from its case, (the Queens Banner orderly, wearing gloves, assists where necessary).
				Ensign lowers the Queens Banner to the horizontal position. The Queens Banner orderly unties the tapes of the Queens Banner, removes the case, and unfolds the Banner. The Banner is then brought to the order position.
3.	FALLING IN	BANNER ESCORTS... ATTENTION		Queens Banner is dressed. The Queens Banner orderly warns the Senior Queens Banner Escort that the Ensign is about to approach the entrance.
				Senior Escort is to bring the party to the attention position on the signal from the nominated individual.
				Queens Banner is carried at the order and with the heads of the pike slightly lowered, to the Mess entrance.
		BANNER ESCORTS... PRESENT ARMS	Senior Escort	As the Ensign appears at the entrance.
				Ensign marches into position, halts and about turn.
		BANNER ESCORTS... ATTENTION	Banner Ensign	Ensign brings the Queens Banner to the carry.
BANNER PARTY... BY THE RIGHT, QUICK MARCH		Party marches off to the place of parade.		

2. Uncasing the Queen's Banner (outside the Mess)

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
1.	UNCASING THE BANNER			The Queens Banner Escorts are formed up outside the Mess (or place of lodgement). The Ensigns obtain the cased Queens Banner and move outside.
		BANNER ESCORTS... ATTENTION	Senior escort	As the Ensign appears at the entrance. The Ensign march into position, halt, and about turn. The Queens Banner is brought to the attention (order) position.
		UNCASE THE BANNER	Banner Ensign	The Queens Banner is lowered to the horizontal position. The Queens Banner orderly unties the tapes, remove the case, and unfolds the Queens Banner.
		BANNER ESCORTS... PRESENT ARMS		The Queens Banner is then brought to the attention (order) position. The Queens Banner orderly salutes on the second movement.
		BANNER ESCORTS... ATTENTION		The Queens Banner is dressed.
		BANNER PARTY... BY THE CENTRE, QUICK MARCH		The Queens Banner is brought to the carry position.
				The Party marches off to the place of parade.

3. Casing the Queen's Banner (outside the Mess)

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
1.	CASING THE BANNER	BANNER PARTY... HALT	Banner Ensign	Outside the Mess (or place of lodgement). The Queens Banner is brought to the order position.
		BANNER ESCORTS... PRESENT ARMS		The Queens Banner orderly salutes.
		CASE THE BANNER		The Banner is lowered to a horizontal position. The Queens Banner orderly complete the salute and move to the Banner.
				The Queens Banner orderly fold the Queens Banner wraps the cords around the folded Queens Banner and place on the case. The Queens Banner is brought to the attention (order) position. The Ensign march the Queens Banner into the Mess.
		BANNER PARTY... ATTENTION	Banner Escort	After the ensign has entered the Mess.

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
		BANNER ESCORTS FALL-OUT		

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ANNEX B TO CHAPTER 5

SUGGESTED FORMAT FOR MARCH ON/OFF PROCEDURE FOR THE QUEEN'S BANNER

1. For a Banner Party that marches on (moving across the frontage of the troops) from the left of the parade.

Serial (a)	Activity (b)	Command (c)	Given By (d)	Remarks (e)
1.	MARCH ON	MARCH ON THE BANNER OF QUEEN ELIZABETH THE SECOND	CO	Parade at the Open Order.
	THE BANNER	SIR (MA'AM)	Senior Ensign	Queens Banner is brought to the Carry.
		PARADE...PRESENT ARMS	CO	
		BANNER PARTY... BY THE RIGHT, QUICK MARCH	Senior Ensign	The band commences to play after the order and the banner Party then steps off. Guests and spectators stand.
		BANNER PARTY... CHANGE DIRECTION RIGHT... RIGHT FORM		When opposite the right flank of the troops on parade.
		FORWARD		
		BANNER PARTY... CHANGE DIRECTION RIGHT... RIGHT FORM		
		FORWARD		
		BANNER PARTY... BY THE LEFT, CHANGE DIRECTION LEFT ...LEFT FORM		This will bring the Party forward towards the CO.
		FORWARD		
		BANNER PARTY... BY THE RIGHT, MOVE TO THE RIGHT IN FILE ...RIGHT TURN		When approximately 10 paces from the CO.
	BANNER PARTY... WILL ADVANCE... LEFT TURN	When level with the left guide of No 3 guard.		
	BANNER PARTY... BY THE LEFT, CHANGE DIRECTION LEFT... LEFT FORM...	When one pace past the CO.		

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
		FORWARD		
		BANNER PARTY... MOVE TO THE RIGHT IN FILE... RIGHT TURN		When level with the CO.
		BANNERPARTY... LEFT 'WHEEL; MARK TIME;		
		BANNER PARTY... HALT		The Banner Party moves into Position between Nos 2 and 3 guards.
		BANNER PARTY WILL ADVANCE... LEFT 'TURN		
		BANNER ESCORTS... TAKE POST		
		BANNERESCORTS... PRESENT ARMS		The band plays 'Point of War'. All guests and spectators in uniform salute.
		PARADE... ATTENTION	CO	Guests and spectators in Uniform complete the salute and all guests and spectators resume their seats. The RSM moves from the right flank of the parade to a position at the rear of the Banner Party.
		PARADE...STAND AT EASE		

Notes

- (a) When the unit is in 'Close Column/Column of Companies' and the parade commander orders the Banner to march-on, the Banner Party is to move to their positions by a series of forms or wheels.
- (b) A Banner Party with only one Banner may march straight into position, in line, between the guards. When halted the party about turns and the escorts stay in place.
- (c) The March off is the reverse of the above procedure.

ANNEX C TO CHAPTER 5

SUGGESTED FORMAT FOR MARCH IN/OUT PROCEDURE FOR DISPLAY OF THE QUEEN'S BANNER AT A DINING-IN NIGHT

1. Marching In the Queen's Banner

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
1.	Marching In the Banner	MARCH-IN THE BANNER OF QUEEN ELIZABETH THE SECOND	Dining President	After the Dining Vice President has announced, the Mess is assembled.
		HALT	Banner Ensign	Banner Party marches into the Mess, in single file (Escort, Queens Banner, and Escort) and halts central to and at the end of the table arrangement. All of the Ensign's orders are given in a soft voice, loud enough for only the Escorts to hear.
		BANNER PARTY LEFT (RIGHT) TURN		Party turns, facing directly up to the centre of the Top Table.
		BANNER ESCORTS... TAKE POST		Escorts step back a pace.
		BANNER ESCORTS PRESENT ARMS		After a regulation pause the Ensign left (or right) turns, pauses and steps-off, slow marching up the out-side flank of the table arrangements to the Top Table(or to the position to which the Banner is to be mounted). When the Banner is mounted, the Ensign steps back and salutes.
		BANNER PARTY... ATTENTION		Ensign outwards turns, and march back in quick time to the Escorts, halt and turn (advance).
		BANNER ESCORTS... TAKE POST		Escorts step forward.
		BANNER PARTY... LEFT(RIGHT) TURN		
		BANNER PARTY...		Banner Party marches-out of

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
		QUICK MARCH		the Mess.

2. Marching out the Queen's Banner.

<i>Serial</i> (a)	<i>Activity</i> (b)	<i>Command</i> (c)	<i>Given By</i> (d)	<i>Remarks</i> (e)
1.	Marching Out the Banner	MARCH-OUT THE BANNER OF QUEEN ELIZABETH THE SECOND	Dining President	At the completion of the toasts, speeches or presentations.
		HALT	Banner Ensign	Banner Party marches into the Mess, in single file and halts central to and at the end of the table arrangement.
		BANNER PARTY... LEFT(RIGHT) TURN		All of the Ensign's orders are given in a soft voice, loud enough for only the Escorts to hear.
		BANNER ESCORTS...TAKE POST		Party turns, facing directly up to the centre of the Top Table.
		BANNER ESCORTS PRESENT ARMS		Escorts step back a pace.
		BANNER PARTY... ATTENTION		After a regulation pause the Ensign left(or right) turns, pauses and steps-off, quick marching up the out-side flank of the table arrangements to the Top Table (or to the position in which the Banner is mounted).
		BANNER ESCORTS... TAKE POST		Ensign halts at the appropriate position, pauses and turns in, facing the Banner.
		BANNER PARTY LEFT (RIGHT) TURN		Ensign salutes and the Escorts present arms.
		BANNER PARTY LEFT (RIGHT) TURN		Ensign completes the salute and recovers the Banner.
			Escorts step forward.	
			Banner Party slow marches-out of the Mess.	

CHAPTER 6

STANDARDS, FLAGS AND PENNANTS GENERAL

Authorised Standards and Flags

- 6.1** The only standards and flags authorised to be flown by RAA headquarters and units are the:
- a. personal standard or flag of royal or vice-regal personages;
 - b. Australian National Flag (ANF);
 - c. other flags including the United Nations IAW Army Ceremonial Manual;
 - d. RAA Standard;
 - e. RAA Regimental Flag;
 - f. sub-unit/battery flags; and
 - g. School of Artillery flag.
- 6.2** Personal standards or flags of royal or vice-regal personages and the ANF are flown in accordance with the Army Ceremonial Manual.

Australian National Flag Sizes and Flying Times

- 6.3** The ANF 1.8m x 90cm flag is for normal daily use at headquarters and units

RAA STANDARD

- 6.4** His Majesty King George VI approved the Royal Artillery Standard in August 1947. In 1952 the Royal Regiment of Australian Artillery applied for permission for the Royal Artillery Standard to be adopted by the Royal Regiment of Australian Artillery. The then Master Gunner St James' Park, Field Marshal the Viscount Alanbrooke, KG, GCB, OM, GCVO, DSO gave approval.
- 6.5** The RAA Standard is triangular in shape (230 cm in length and 80 cm in width at the widest point with lettering 23 cm high and 6 cm wide). Unit numbering is to be inserted in white Arabic numerals, between the gun and the first white diagonal. The unit, capability will not be displayed. At the School of Artillery, the words 'School of Artillery' in white block letters will replace the unit number.
- 6.6** Colour palette numbers are used by designers, artists and printers to identify different colours. The pantone matching system (PMS) colour designator applies. The BCC colours below are the designators from the previous system (British Colour Code). The colours to be used are:
- a. PMS equivalent 179C (Signal Red BCC 208),
 - b. PMS equivalent 294C (Royal Blue BCC197), and
 - c. PMS equivalent 124C (Gold BCC114).

Flying the RAA Standard

- 6.7** The Standard, when flown, is subordinate to the ANF and personal flags or standards, but superior to command, corps, unit, and sub-unit flags. The Standard is flown by RAA units and independent sub-units during visits and inspections by the following:
- a. members of the Royal Family;
 - b. Governor-General;
 - c. State Governors;
 - d. officers of general rank or equivalent;
 - e. HOR;
 - f. COMD 6 Brigade;
 - g. RCC;
 - h. RAA CC; and
 - i. senior civilian or allied officials of comparable rank or appointment (eg Master Gunner St James Park).

REGIMENTAL AND UNIT FLAGS**Regimental Flag**

- 6.8** The size of the Regimental Flag is to be 1.8m x 90 cm. The Regimental Badge in gold is centrally located on a background of red over blue, horizontally halved.
- 6.9** The colours to be used are:
- a. PMS equivalent 179C (Signal Red BCC 208),
 - b. PMS equivalent 294C (Royal Blue BCC197), and
 - c. PMS equivalent 124C (Gold BCC114).
- 6.10** The Regimental and unit flags may be flown by units, detached sub-units and independent sub-units.
- 6.11** When flown, the Regimental and unit flags are:
- a. not to be regarded as Colours (Standards, Guidons or Banners);
 - b. not entitled to the compliments or ceremonies appropriate to Colours; and
 - c. not to be carried on parade.
- 6.12** If the Regimental Flag is flown at the same time as the RAA Standard, the RAA Standard must be flown in a superior position.

School of Artillery Training Flag

- 6.13** The School of Artillery is entitled to fly a training unit flag. The flag is 1.8 m x 90 cm in size, consisting of three equal horizontal stripes of Green (1/3), Yellow (1/3), and Green (1/3). The Regimental Badge in black and 60 cm high is displayed centrally on the flag.

Battery Flags

- 6.14** Battery flags are to be 90 cm x 45 cm in size and are to contain the Regimental badge or unit emblem, no larger than 20 cm in the upper hoist canton and the sub-unit designation in white in the centre of the flag approximately 30 cm high. The exception to this rule is A Battery, which is authorised to place, in the centre of the flag, a (gold PMS equivalent 124C) bursting grenade.
- 6.15** The colours to be used in battery flags are:
- a. A Battery - PMS equivalent 294C (Royal Blue BCC197); and
 - b. all other batteries - PMS equivalent 179C (Signal Red BCC 208) in top left half over PMS equivalent 294C in bottom right half.
- 6.16** No cords, tassels, or fringes are to be used. Flags are not to be elaborately or expensively designed but are to be of good appearance and made of nylon/worsted bunting or similar material.
- 6.17** Battery flags may be flown at sub-unit headquarters as authorised by the CO or independent Bty BC. Sub-unit flags may be flown at sports or social gatherings.

Pennants

- 6.18** A pennant, approximately 300 mm x 225 mm bisected horizontally with the upper half signal red and the lower half royal blue, may be flown from radio aerial masts on ceremonial and other appropriate occasion.
- 6.19** All proposed designs for unit and sub unit flags are to be submitted to the HOR for consideration by the RC prior to submission for approval by DGPERS-A. Flags are not to be flown until approved.

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CHAPTER 7

REGIMENTAL TROPHIES AND AWARDS

GENERAL

- 7.1** Units normally hold a number of trophies for various purposes. Where possible trophies should be 'rebadged' to maximise their utility rather than replaced.

MT SCHANCK CHALLENGE TROPHY

- 7.2** The history and details of the Mt Schanck Challenge Trophy are in annex A.
- 7.3** All Light Battery of the 2nd Division are eligible to compete for the Mount Schanck Challenge Trophy.
- 7.4** The trophy is held permanently at the School of Artillery.

AIF TROPHY

- 7.5** The AIF Trophy was for presentation annually to the most efficient unit within the RAA with a PT component. The competition includes all aspects of unit activities.
- 7.6** This competition is currently suspended. Specific details of how the competition is judged and what forms the basis of the elements of the competition are currently under review.
- 7.7** Some aspects, which may be considered, are depot and equipment maintenance, preparation and conduct of training, unit attendance, recruiting, retention, and other aspects that may be unique to PT service.
- 7.8** Insurance details for the AIF Trophy are contained in chapter 13. The AIF Trophy is held permanently at the School of Artillery.

OTHER TROPHIES

Turpie Award

- 7.9** The Turpie Award is made annually to the most outstanding RAA NCO student attending a course at the School of Artillery.
- 7.10** The Turpie Award was presented by Mrs Margaret Forbes to commemorate the service of her father Major James William Turpie, MBE who enlisted in the Australian Army in 1926 and retired in 1971 after 45 years service.
- 7.11** The award consists of a presentation board headed with a gunner badge and containing plates detailing each year's award recipient. The award is kept in the Regimental Sergeants' Mess and the RC meets engraving expenses.

- 7.12 The recipient is presented with a suitable individual presentation/gift acknowledging the award. The CO/CI of the School of Artillery administers the award. Where possible, it is personally presented by the RCC to the recipient.

Lieutenant Colonel Frank McAskill Memorial Prize

- 7.13 The Lieutenant Colonel Frank McAskill Memorial Prize is awarded annually to the most outstanding RAA recruit of the year. Members eligible for this prize are those recruits who have joined the Regiment in the previous training year and who have performed their primary duties for at least six months.
- 7.14 Personnel who are to be nominated for this award are to have a special PAR compiled and forwarded to the School of Artillery by 20 June each year. The CO/CI of the School of Artillery administers the prize and selects the prize recipient. The prize is to consist of a suitably engraved RAA cypher / plaque. The prize is supplied by the RC.

RMC Artillery Prize

- 7.15 A prize is awarded for the most outstanding graduate at each RMC Graduation. The prize, normally a book, is determined by the DHOR. The prize is supplied by the HOR funds.

20, 30 AND 40 YEAR PRESENTATIONS AND ELIGIBILITY

- 7.16 RAA personnel (FT and PT) that have completed 20, 30 or 40 years service are eligible for those respective presentations.
- 7.17 Periods of leave without pay and / or service in the inactive / standby Reserve are not included as effective service when calculating periods of service.
- 7.18 Time spent in a training establishment as staff / officer cadets or recruits are included as effective service when calculating periods of service.
- 7.19 Personnel who would otherwise qualify for the presentations, but who have retired or discharged from the Army before the 1 September 2004 are not eligible.
- 7.20 Personnel completing 20 and 30 years of service receive a certificate in a standard format. IAW the minutes of the 2010 RC meeting, personnel who complete 40 years of service receive a framed miniature RAA standard.

Administration

- 7.21 The RMG administers these presentations recognising significant service to the RAA. Requests are to be forwarded to the RMG by a qualifying members' unit for preparation of presentation.
- 7.22 The costs of preparing the certificates and miniature standard are met by SO2 HOR. Framing of 20 and 30 year certificates is a unit responsibility.

SUSPENDED TROPHIES

Gordon Bennett Trophy

- 7.23 The trophy was presented by Brigadier (later Lieutenant General) H. Gordon-Bennett in 1927 for the most efficient field artillery battery in all aspects of shooting and technical proficiency in the 2nd Division Artillery. Post WWII it was awarded for indirect fire (OP and gunline) response only until 1970 when the competition was widened to include gun area skills and CP. In 1974 /1975 it decided to combine

the competition with the Pagan Cup using the Gordon-Bennett rules and award the Gordon-Bennett Trophy for all OP aspects (fall of shot etc) and the Pagan Cup for battery CP and gunline drills. The trophy is made of Gold and silver and depicts a muzzle loaded gun. The gun is 7' long and 3" High mounted on a black wooden base 9" long and 5" high. The RC holds the Gordon-Bennett Trophy in perpetuity.

Heath Trophy

7.24 The Heath Trophy was awarded for competition between PT units from the former 1st Military District, 2nd Military District and 3rd Military District. The trophy was last competed for in 1960 and won by the 18th Light Anti-Aircraft Regiment. The competition has now lapsed and the RC holds the trophy in perpetuity.

Pagan Cup

7.25 The Pagan Cup was presented by Brigadier Sir John Pagan to the winner of the RAA 2nd Division annual anti-aircraft battery shooting competition. The competition was based on a live-firing practice to determine the most proficient anti-aircraft battery. Judging was based on the engagement of aerial targets, gun drill, and maintenance of equipment. With the conversion of GBAD units to gun batteries the competition was amended and conducted in conjunction with the Gordon-Bennett Trophy (see relevant paragraph above). The competition has lapsed and the RC holds the trophy in perpetuity.

Brigadier Paul Chalmers Memorial Award

7.26 The Brigadier Paul Chalmers Memorial Award is made annually to perpetuate the memory of the first anti-aircraft gunner in Australia. The award was originally presented to the student achieving the highest marks in practical examinations for First Appointment Field Branch Artillery (Subject 1C Special to Arm - Tactical Examination). On reactivation of this award, it was presented to the NSW PT student achieving the highest marks on the Regimental Officers Basic Course OS. The CO/CI of the School of Artillery administers the award. This award is currently suspended.

Annex:

A. The Mount Schanck Challenge Trophy

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ANNEX A TO CHAPTER 7

THE MOUNT SCHANCK CHALLENGE TROPHY

Introduction

1. The Mount Schanck Challenge Trophy is a perpetual challenge trophy that was presented in 1913 by W.J.T. Clarke, Esq of Melbourne for annual competition between Field Branch batteries of the Australian Field Artillery, Commonwealth Militia.

Conditions of the Competition

2. The Mt Schanck Trophy competition is to be reinstated in 2015¹.
3. Mt Schanck Trophy competition is to be based on the following criteria:
 - a. exercise planning,
 - b. individual readiness and administration,
 - c. a live firing exercise, and
 - d. take in to account force generation cycle phase.
4. Specific details of the Competition are to be determined and assessed by the Joint Fires Cell, HQ 2nd Division. Criteria should not be amended until all competitors have completed their assessment. Recommendations on the results of the competition are to be sent to HOR, who will award the trophy.

Eligibility

5. All light battery's of 2nd Division are eligible to compete for the Trophy

Security of the Trophy

6. The RC directed the trophy is to be held permanently at the School of Artillery for security and insurance reasons.
7. Accordingly, a shield, which depicts the original trophy together with a suitably engraved silver plate, is awarded to and held by the winning battery. When the trophy is next awarded to another battery, the shield is passed on to that battery and previous holder will be presented with a small plaque to which is affixed the engraved silver plate. The Mt Schanck Shield is temporarily held by the HOR at the School of Artillery during the suspension of the competition.

Insurance

8. The RC is responsible for insuring the Trophy in the same manner as all other Regimental property. Details are in chapter 13

Previous Conditions of the Competition

9. The Mt Schanck Trophy competition was suspended in 2008 with conditions for the competition under review and remained suspended until a methodology and valid assessment procedure was developed.

¹ HQ 2nd Division X4861000 Mt Schanck Trophy Competition dated 19 Nov 2014

10. The Trophy is to be awarded to the most proficient field or medium battery of the RAA that contains a PT element. The winning battery is to hold the Mt Schanck Shield until the results of the next competition are promulgated. The Army Training Evaluation Program (ARTEP) exercise is to form the basis for determining the winning battery. The performances, conditions, and standards contained within ARTEP for field and medium regiments together with any directed specific training requirements are to constitute the competition requirements. The exercise is to be a live firing, fire and movement exercise of at least 24 hours duration.

11. Consideration will be given to the number of FT training staff posted to each battery and the ability of the battery to meet its designated training requirements. The competition result is to be promulgated by HOR at the end of the training period in which all eligible batteries have been evaluated, normally biennially.

CHAPTER 8

ARTILLERY SALUTES

GENERAL

- 8.1** The RAA is responsible for firing salutes from authorised saluting stations and localities as directed by Army. The firing of salutes is governed by the regulations laid down in the relevant Army instructions, the Army Ceremonial and Protocol Manual, LWP-G 7-3-3 Indirect Fire Range Orders, LWP-CA (OS) 5-2-9 Ceremonial Gun Drill Howitzer 105mm, using the relevant ammunition and personnel safety information and the appropriate gun drill for the equipment being used.
- 8.2** Saluting batteries are to wear orders of dress as directed by the controlling military authority in accordance with Army Dress Manual.
- 8.3** Saluting batteries are to comply with The Defence Safety Manual and the relevant safety doctrine regarding the use of hearing protection.

Salute Manning

- 8.4** The Officer Commanding (OC) the salute (or other ceremonial activity) must be qualified to give fire orders on a gun or mortar. The OC commands the salute troop.
- 8.5** The WO/SNCO supporting the salute must be qualified as Manager Operations OS or PT equivalent and Salute Detachment Commander qualified. He is responsible for:
- a. training the salute troop,
 - b. salute preparations:
 - (1) laying out the guns,
 - (2) distributing ammunition,
 - (3) chamber gauging ammunition, and
 - (4) managing the redistribution of ammunition in the event of a misfire during the salute.
- 8.6** **Guns.** In all cases the Number One must be a qualified detachment commander on the gun or have completed a Detachment Commander Gun Salute course. Any person who mans the guns during a salute must be either qualified on the gun used for the salute or have qualified on the M2A2 Gun Salute Course.

Safety and Misfires

- 8.7** The following safety requirements are to be adhered to:
- a. There is to be no deviation from the safety requirements detailed in the gun drill for the equipment in use.
 - b. In the event of a misfire a pause of 30 minutes is to be observed before the cartridge is unloaded. If more than one misfire occurs and the correct interval cannot be maintained, the OC the salute should increase the interval accordingly.

-
- c. Annoyance criteria and safety distances as contained in the relevant safety doctrine are to be adhered to when siting guns.
 - d. Blank cartridges are to be positioned in a box at the left rear of the gun. Under no circumstances are blank cartridges to be stood on their bases or placed at the rear of the breech where burning debris may reach the cartridges.
 - e. Misfires must be dealt with IAW current instructions. The Senior Ammunition Technical Officer of the region will be able to assist given suitable lead time.

SALUTE PROCEDURES

- 8.8** Salute procedures are in annex A.

SALUTING STATIONS AND LOCATIONS

- 8.9** A list of authorised saluting stations and localities are at http://intranet.defence.gov.au/armyweb/sites/ADM/docs/Chapter_12-Honours_Salutes_Artillery_Gun_Salutes_and_Saluting_Stations_%28Combined%29_29_Jul_14.pdf.

OTHER PROCEDURES

- 8.10** 1812 Overture procedures are in annex B.

- 8.11** Fue De Joie procedures are at annex C.

Annexes:

- A. Procedure for Firing Artillery Salutes
- B. 1812 Overture Procedures
- C. Fue De Joie Procedures

ANNEX A TO CHAPTER 8

PROCEDURE FOR FIRING ARTILLERY SALUTES

Ammunition

1. Blank ammunition is ordered for each salute as authorised by the authority ordering the salute to take place. If it is not detailed in the tasking, the officer commanding (OC) the saluting battery is responsible for ordering the ammunition.
2. The OC saluting battery will detail the WO/SNCO responsible to ensure that the correct quantity and type of ammunition is collected from the supply depot.

Time Interval

3. The time interval between rounds for salutes fired on different ceremonial occasions is as follows:
 - a. Salutes fired in conjunction with Guard of Honour for the arrival and departure of distinguished personages – Five seconds.
 - b. Salutes to ships or salutes in conjunction with the Royal Australian Navy – Five seconds.
 - c. Salutes fired on fixed anniversaries and at funerals – 10 seconds.
 - d. Mourning Guns fired during a funeral procession – One minute.
4. No less than four guns are to be used for firing salutes. No less than six guns are to be used if the interval between rounds for the salute is to be five seconds. However where Reserve units are unable to provide manning for six guns they may use four guns to fire fixed salutes only. Approval must be sought from the RMG prior to the conduct of a salute with three guns.

Procedure for Firing Salutes

5. **Preparation.** Prior to handing over to the OC the salute the WO/SNCO is responsible for ensuring the following:
 - a. dress inspection of all personnel is completed;
 - b. vehicles, guns and stores are prepared and serviceable;
 - c. the ammunition is of the correct charge and has been chamber gauged; and
 - d. on arrival at the saluting point he is to ensure that the guns are:
 - (1) brought into action in line, uniformly spaced and not more than 20 m apart; and
 - (2) laid at a QE of 350 mils with lines of fire parallel.
6. **Personnel.** Although there may be a requirement for additional NCOs and signallers to synchronise the firing of the guns (e.g. for the opening of Parliament or the firing of mourning guns at funerals), the following is the normal requirement for personnel:
 - a. OC;
 - b. WO/SNCO;
 - c. time keeper;

- d. gun detachments; and
 - e. medical assistant.
- 7. Time.** The actual time of firing the first round of a salute is critical. The OC is to adhere to the following guidelines:
- a. Prior to the activity the obtain the correct time, either via the telephone recorded service on 1194 or some other appropriate means.
 - b. Not less than two minutes prior to the appointed firing time the OC is to order 'TAKE POST' and issue the initial orders, ensuring that he places 'AT MY COMMAND' in force.
 - c. 10 seconds before the appointed firing time the timekeeper is to commence a count down and at the count of three seconds the OC is to order 'NO 1 FIRE'. The salute will then proceed.
- 8. Fire orders.** Orders are to comply with fire discipline. All fire orders issued by the OC are acknowledged by the detachment commander punching their closed fist vertically into the air for a regulation pause before cutting the right arm back to their side. An example of the orders that may be given by the OC are shown below:
- a. 'TAKE POST';
 - b. State the occasion of the salute and who is the firing unit: for example: '107th BATTERY OF 4th REGIMENT, ROYAL REGIMENT OF AUSTRALIAN ARTILLERY WILL FIRE A 21 GUN SALUTE TO COMMEMORATE THE 50TH ANNIVERSARY OF THE ASCENSION OF HER MAJESTY QUEEN ELIZABETH THE SECOND TO THE THRONE'; or '3rd LIGHT BATTERY, 11th/28th ROYAL WESTERN AUSTRALIAN REGIMENT WILL FIRE A 21 GUN SALUTE TO COMMEMORATE THE BIRTHDAY OF HER MAJESTY QUEEN ELIZABETH THE SECOND'.
 - c. 'BLANK CARTRIDGE LOAD';
 - d. 'AT MY COMMAND';
 - e. 'ELEVATION 350';
 - f. 'CONTINUOUS FIRE, BATTERY RIGHT 10 SECONDS' (Method and interval combinations can be determined from paragraph 3);
 - g. At the completion of firing:
 - (1) 'REPORT GUN'S EMPTY'; and
 - (2) 'CEASE FIRING'.
- 9. Other orders specific to artillery salutes.** Either the OC or the senior detachment commander may issue the command 'HUP' to the gun detachment(s) as an executive order for designated personnel to adopt kneeling/sitting positions in action. To adopt the kneeling position, designated detachment personnel immediately drop to their right knee with the left knee remaining bent forming a right angle. The arms remain braced to the sides of their bodies with fists remaining clenched.
- 10. Gun Drill.** Gun Drill is to be in accordance with the relevant gun drill publication but is to incorporate the following to minimise the movement during loading and unloading:
- a. No 1 checks the charges upon issue of the ammunition to the gun;
 - b. No 4 kneels or stands in their position in action;
 - c. No 7 passes the cartridge forward to the No 4;
 - d. No 4 accepts the cartridge, right hand on the base and the left hand under the mouth;

- e. On the order 'LOAD', No 4 stands, moves forward and loads the gun;
 - f. No 2 closes the breach, No 4 moves back and adopts his original position;
 - g. On the order 'UNLOAD', No 4 stands, moves forward, No 2 opens the breech, No 4 accepts the ejected case, moves back and adopts the kneeling position; and
 - h. No 7 takes the fired cartridge from the No 4 and place it to the right of the ammunition box. No 7 then passes a new live cartridge to the No 4 (fired and unfired cases should be separated as far as possible).
- 11. Misfires.** In the case of a misfire the following reports and actions are to be carried out (eg. No 3 misfire):
- a. No 1 reports 'NO 3 MISFIRE';
 - b. No 1 of No 4 gun immediately orders 'NO 4 FIRE'; and
 - c. The officer alters the interval if necessary (see paragraph 3, the WO/SNCO redistributes the ammunition as appropriate.
- 12.** Salutes with a five-second interval 105 mm blank cartridges do not always burn cleanly (often there is a flame from residual gasses remaining after the cartridge is unloaded), therefore the interval between a gun being fired and unloaded should not be reduced below ten seconds except where necessary (eg. 1812 Overture). The drill to be adopted for six guns firing a five second interval is as follows:
- a. 'NO 1 FIRE';
 - b. 'NO 2 FIRE';
 - c. 'NO 3 FIRE, NO 1 UNLOAD';
 - d. 'NO 4 FIRE, NO 2 UNLOAD';
 - e. 'NO 5 FIRE, NO 3 UNLOAD, NO 1 LOAD';
 - f. 'NO 6 FIRE, NO 4 UNLOAD, NO 2 LOAD';
 - g. 'NO1 FIRE, NO 5 UNLOAD, NO 3 LOAD'; and
 - h. 'NO2 FIRE, NO 6 UNLOAD, NO 4 LOAD'.

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ANNEX B TO CHAPTER 8

1812 OVERTURE PROCEDURES

Introduction

1. The 1812 Overture was written by Pytor Illyitch Tchaikovsky the Russian composer. The work was commissioned in 1880 for the Consecration of the Cathedral of Christ the Redeemer in Moscow. The Cathedral was built as a memorial to Napoleon's defeat and retreat from Russia in 1812. The Overture includes parts of both the Russian and French National Anthems depicting the warring armies and finally proclaims the Russian victory over Napoleons' army.
2. The Overture premiered at the Moscow Exhibition in 1882 and has become a crowd favourite. It has been adopted by artillery across the world because of the inclusion of the guns or at least their sound as a musical accompaniment.

General

3. The 1812 Overture is normally performed by Australian Military Bands as the conclusion to a Band Recital. The 1812 Overture may be requested by the RAA to support activities such as birthday celebrations or by Military Bands to support their own concert efforts.
4. The music is normally accompanied by gunfire and/or pyrotechnics at the appropriate time in the musical score.
5. In broad terms the following occurs (when the full version of the overture is played):
 - a. after approximately 12 minutes 20 seconds music, a battery right at one to three seconds from five guns;
 - b. after approximately 14 minutes 35 seconds music, a battery right at from one to three seconds from 11 guns, and
 - c. after approximately 15 minutes 30 seconds music, one round of fire for effect may be added at the conclusion of the overture for the finale.
6. It is possible for the musical score to be modified which results in the overture being shortened to facilitate the conduct of the concert so these timings are only indicative and designed to give an overview of how the support is required.
7. It is obvious that the description of the method is not technically correct but this is definitely a case of 'strictly in accordance with the intentions of the originator' in this case the Bandmaster. Music beats do not necessarily accurately equate to time like a second so another method apart from verbal orders or a stopwatch is required to control firing so that it is in time with the music.
8. The method selected will depend on whether the salute takes place by day or night. The simplest process is for the gun to fire on cue from the Band representative by a signal devised at the time. An example would be a torch flash or by the use of a baton in daylight.
9. A suggested method is to use various coloured cyalume sticks that are visible in daylight and at night. A red cyalume could be allocated to the OC and a green to the Bandmaster. The red is used by the OC to point to the gun next required to fire. At the appropriate time in the music, the OC / Bandmaster raises the green into the air, the OC points with the red and the guns are on stand-by. When required in the music the Bandmaster drops his arm sharply and the gun fires. This results in the rounds firing almost exactly where dictated in the music score.

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10. This method allows us to retain control of the guns at the same time as accompanying the music appropriately.
 11. It is not necessary to man the guns prior to the start of the overture and may be more effective if the guns are manned at an appropriate time through the music. At one point in the music there is a passage where the tempo of the piece suddenly picks up and there is a lot of fast music. It may be appropriate for the detachments to double to the guns at this stage. Co-ordination with the Band can resolve all of the issues.

Safety Precautions

12. In general terms the procedures detailed in chapter 8 Artillery Salutes, are to be followed.
13. Specific safety precautions are detailed in relevant safety doctrine particularly the annoyance criteria and safety distances.
14. 1812 Overtures must be supported by six guns because the firing interval is too short for four guns.
15. During firing, the OC is to delay as far as possible the 'unload and load' drill to allow burning debris in cartridge cases to extinguish. All loading numbers are to be made aware that during unloading there may be burning debris alight in cartridge cases and that they are to point the mouth of the case away from themselves, other members of the detachment and other ammunition.

Preparation

16. Ammunition will need to be arranged through the normal process and AHQ. A total of 24 rounds are required. The total does not include an allowance for misfire, but there may not be enough time to re-distribute ammunition during the recital or to 'fill in' for a misfired gun because the interval is too short.
17. A comprehensive reconnaissance is required to ensure:
 - a. that the safety template applicable to the ammunition to be used can be accommodated,
 - b. prevailing winds are considered,
 - c. windows are protected,
 - d. gun locations will not disrupt the band recital,
 - e. guns can be manned without disrupting the recital,
 - f. guns are not to be contained in any pyrotechnic/fireworks danger areas,
 - g. spectators are not endangered by noise or other hazards associated with firing the blank ammunition,
 - h. guns can be located so that access by the public is strictly controlled,
 - i. ammunition storage before and after,
 - j. pyrotechnics are not to be attached to guns, and
 - k. provision is made for denying access to the line of fire after the recital in the event of a misfire.

ANNEX C TO CHAPTER 8

FUE DE JOIE PROCEDURES

Introduction

1. A 'feu de joie' is an unbroken chain of rifle fire along each of the ranks on a parade and is fired in three series. It may also be an unbroken chain of artillery fire or a combination of both.
2. Artillery 'feu de joie' may be fired on a joyous occasion such as a birthday celebration or other special occasion when it may be inappropriate to fire a salute.

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CHAPTER 9

CEREMONIAL PARADES

PRECEDENCE

- 9.1** The RAA takes precedence on parade with other regiments and corps of the Australian Army as laid down in the AMR 68.
- 9.2** Units within the Regiment take precedence among themselves according to chapter 3, except that units on parade with their guns take precedence on the right of the line with other RAA units. A unit is to take precedence according to its number, irrespective of the precedence of the batteries that form it.

REGIMENTAL PARADE INSTRUCTIONS

General

- 9.3** Artillery regimental parades may be conducted mounted or dismounted.

The Banner of Queen Elizabeth II

- 9.4** The Queen's Banner may be paraded with or without the Regiment's Colours. If both the Colours and Queen's Banner are to be on parade, the Queen's Banner is to be marched on and off (or driven on and off if a mounted parade) with the main body of troops. If the Queen's Banner is to be paraded without the Colours (guns) the drills and procedures are as for Colours. Both the Colours (guns) and the Banner are to be paid the normal compliments.

ARTILLERY DISMOUNTED PARADES

- 9.5** When a dismounted parade is conducted, it is to conform to the drills and procedures as laid down in the Ceremonial Manual. The Regiment's Colours (guns) may, however, be included in the parade.

ARTILLERY MOUNTED PARADES

- 9.6** The format for a mounted parade is contained in the Army Ceremonial Manual Volume 1 Chapter 26. The format suits the former standard Field and Medium regiment structures and needs to be modified to suit the unit structures adopted in 2011.

Parade Layout

- 9.7** The layout of a regiment on parade in review order, at the inspection line and for the drive past is shown in annexes B and C. This layout is also used, with the required modifications, for medium and air defence regiments. The headquarters battery, if on parade, is formed up in the centre of the regiment, with its layout at the discretion of the CO.
- 9.8** The RSM travels in the back of Z2, standing, facing the front and holding onto the vehicle with his right hand. When dismounted he is positioned on the extreme right of the gunline (with the Colours), five

paces from the detachment commander of A Gun, P Battery. He quick marches from position to position.

The Colours and the Queen's Banner

9.9 The Colours and the Queen's Banner (if present) are to be kept separated on parade so that can be no confusion with regard the importance of the Colours.

Control

9.10 Control is exercised by a combination of words of command, trumpet and visual signals.

Drive-on and Drive-off

9.11 For both the drive-on to and the drive-off from the parade ground the Regimental 2IC, riding in Z2 vehicle commands the Regiment. The RSM rides, standing, in the rear of Z2.

The Inspection

9.12 The preparatory procedures for the inspection are to conform, as far as possible, with those of a dismounted parade:

- a. When dismounted the gun detachments and vehicle crews are to be at the Detachment Front position.
- b. Ranks are to be two paces apart, with the rear rank two paces in front of the vehicle. Single ranks are to be four paces in front of the vehicle.
- c. The detachment or vehicle commander is to be in line (front to rear) with the offside edge of the vehicle.
- d. Drivers are to be two paces to the right of, and in line with, the off side front door handle.
- e. The Banner ensign stands four paces centre front of the Banner vehicle, with the escorts flanking him two paces to his rear.
- f. All dressing is to be done automatically on taking up the Detachment Front position.
- g. The inspection of the parade, including the band, is normally carried-out in an inspection vehicle.
- h. The first gun of each battery, and the Banner, are saluted as the inspection party passes them.

The Drive Past

9.13 The drive past is to be conducted in column of batteries, by sections for the guns, and threes for other vehicles where possible:

- a. The CO orders the officers to return swords; on this order, the RSM moves, from the right of the parade, to Z2.
- b. The CO orders the Regiment to mount. On this command the trumpeter sounds 'General Artillery', followed by 'Mount'; after a regulation pause the front ranks are to turn to the left and the rear ranks turn to the right, pause and then double to the near and offside of the vehicles respectively. When mounted the detachment or vehicle commanders stand to attention within their vehicles, holding on with their left hands. The driver mounts after the rear rank has passed his position. All rifles are unslung and the soldiers in the rear of the vehicles are to sit at attention, rifles upright between their legs, facing in.

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- c. The escorts to the Banner march forward two paces, joining the Ensign, and through a series of forms and turns mount, by the rear of the Banner vehicle.
 - d. The CO orders the parade to drive past, followed by the trumpeter sounding 'General Artillery' and 'Advance'. The RHQ element followed by the Banner Party, P Battery, then Q Battery and Headquarters Battery, right wheel and drive off. All sections and vehicles, in three's, are to be at the open order (i.e. spaced as for review order).
 - e. The CO is to order the Regiment 'Eyes Right' at Point C. Taking their timing from the right flank all detachment and vehicle commanders salute (at Point C). The RSM does not salute but does an 'Eyes Right'.
 - f. The CO is to order the Regiment 'Eyes Front' at Point D and then his vehicle is to pullout of the drive past and pull-up at a position to the right of the dais, facing towards the parade. Detachment and vehicle commanders complete the salute at Point D. The RSM turns his head and eyes front.
 - g. The reviewing officer salutes the Banner, if present, and the Colours (all the guns) as they drive past the dais. The reason the reviewing officer salutes all the guns is that he returns the salute of each detachment commander.

The Advance in Review Order

- 9.14** The advance in review order is to take place after the drive past and is conducted over a 15 pace distance. The command 'Present Arms' is not given until the parade is at the 'Detachments Front' position and the officers have drawn swords.

The Band

- 9.15** The position of the band on the parade ground will depend on the size and shape of both the parade and the parade ground. This matter is to be determined by the RSM on advice from the bandmaster.

Annexes:

- A. Example Parade Format for a Royal Australian Artillery Mounted Parade
- B. Mounted Parade on the Inspection Line
- C. Mounted Parade during the Drive Past

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ANNEX A TO CHAPTER 9
EXAMPLE PARADE FORMAT FOR A ROYAL AUSTRALIAN ARTILLERY
MOUNTED PARADE

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ANNEX B TO CHAPTER 9
MOUNTED PARADE ON THE INSPECTION LINE

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ANNEX C TO CHAPTER 9
MOUNTED PARADE DURING THE DRIVE PAST

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CHAPTER 10

Regimental Bands and Marches

REGIMENTAL BANDS

General

10.1 The RAA presently has one band. It is titled RAA Band Brisbane.

10.2 The band is included on the unit establishments of 1 Regiment.

Tasking

10.3 The RAA band is responsive to requests for support from the RAA, parent formations, and the Army as a whole.

10.4 The RAA policy on provision of support by the band is as follows:

- a. the unit CO determines the band's tasking;
- b. RAA band are to support RAA activities given sufficient warning; and
- c. sponsor units are to forecast and manage the resources of their respective bands.

REGIMENTAL MARCHES

General

10.5 The marches approved for use by the RAA are as follows:

- a. Quick March 'Royal Artillery Quick March' or shortened version 'British Grenadiers';
- b. Slow March 'Royal Artillery Slow March';
- c. Trot 'The Keel Row'; and
- d. Canter 'Bonnie Dundee'.

Metronome Marks

10.6 Regimental marches on all occasions are to be played to the following metronome marks:

- a. 'Royal Artillery Quick March' 'MM quarter note – 116; or 'British Grenadiers'
- b. 'Royal Artillery Slow March' 'MM half note – 70;
- c. 'The Keel Row' 'MM half note – 86; and
- d. 'Bonnie Dundee' 'MM half note – 140.

Music for Parades

- 10.7** On dismounted parades, units are to march past to the 'Royal Artillery Quick March' or 'Royal Artillery Slow March' as applicable. Where a large number of RAA units march past, some variety may be provided by using marches associated with specific batteries, or other tunes approved by the authority responsible for the parade. On all occasions when the Queen's Banner or the first RAA unit is marching past, it is to do so to the 'Royal Artillery Quick March' or 'Royal Artillery Slow March'.
- 10.8** On mounted parades, units are to drive past to 'The Keel Row'.
- 10.9** The 'Royal Artillery Slow March' may be played during the inspection on mounted parades but not during the inspection on dismounted parades if units are later to march past in slow time.
- 10.10** While not approved as Regimental marches there are some tunes, which have become associated with particular batteries. These may be used particularly in RAA formation parades, in addition to, but not in place of, the appropriate Regimental March. One such instance is A Field Battery's association with the tune 'The Girl I Left Behind Me' as a quick march.

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CHAPTER 11

PROCEDURES AT MESS FORMAL DINNERS

GENERAL

11.1 This chapter sets out the guidelines for procedures to be followed at mess formal dinners, and is applicable to both Officers' and Sergeants' Messes.

BEFORE DINNER

Seating

11.2 The Dining President prepares a seating plan that is placed on a notice board. Mess members are responsible for acquainting themselves before dinner with their places and those of their guests. The seating for mess dinners will depend on the layout of the tables and whether or not it is a mixed occasion, two examples are as follows:

'MEMBERS ONLY DINNER'

3 | 1 | 2

- 1 Dining President
- 2 Senior Guest (on the President's right)
- 3 2nd Senior Guest

Other guests may be spread across the Top Table, or positioned anywhere else within the seating plan.

'MIXED DINNER'

7 | 5 | 3 | 1 | 2 | 4 | 6

- 1 Dining President
- 2 Senior Guest (on the President's right)
- 3 Senior Guest's Partner
- 4 Dining President's Partner
- 5 Gentleman
- 6 Gentleman
- 7 Lady

Receiving of Guests

11.3 The Dining President assisted by the Dining Vice-President meets the guest of honour and/or official guests on their arrival. The guests' arrival is then announced to the dining members. Guests are provided with refreshments, and introduced to the PMC (if the Dining President is not the PMC) and other dining members.

Announcing of and Moving into Dinner

11.4 When dinner is ready, the Mess Manager informs the Dining Vice-President who then informs the Dining President and advises the dining members, usually in the form of a five-minute warning, that they will shortly be moving in for dinner.

- 11.5 At the appropriate time, the Dining Vice-President advises the dining members to join the Dining President and guest of honour and/or official guests in moving into the dining room.
- 11.6 The Dining President leads the way into the dining room, followed by the guests, and the remainder follows in no set order of precedence and all stand behind their chairs. The Dining Vice-President sees that everyone follows into the dining room without delay, and is the last to enter. Once all dining members are at their positions, Dining Vice-President (in the absence of any other direction) announces to the Dining President, '*Sir - the mess is assembled*'.

The Queen's Banner

- 11.7 If the Queen's Banner is to be displayed during the dinner, the Queen's Banner will be marched in. The Dining President will order 'March in the Banner of Queen Elizabeth the Second'. the Queens Banner is then positioned, and the Banner Party /mess members take their place at the table. Procedures are in annex C to chapter 5.
- 11.8 If a band is available, there is generally no musical accompaniment, except that 'Point of War' is played when the Banner escorts present arms.

DINNER

Grace

- 11.9 The Dining President will call upon the Chaplain if present, or another dining member, whom he has warned beforehand, to say grace. The RAA Grace is '*For what we are about to receive --- Thank God*'.
- 11.10 At the conclusion of Grace mess members and guests remain standing until the Dining President is seated. Members and guests then take their seats.
- 11.11 At mixed dinners It is customary for gentlemen to help their partners to be seated.

Dinner Service

- 11.12 In the service of meals and drinks, the Dining President and Dining Vice-President are served first, with service of the remainder being clockwise. It is appropriate dining etiquette that courses are not commenced before the Dining President commencing. For dinners with large attendances it is suggested that the Dining President commences eating as soon as the top table has been served.

Breaks During Dinner

- 11.13 Traditionally, a dinner is not interrupted. However, if, for some reason a diner has to leave the room, it should be done quietly and without any comment or fuss. If the diner is a guest, the escort, or the member seated on the left should escort the guest to and from the dining room.
- 11.14 The Dining President may decide upon and implement a break/s during the dinner. It is more common than not to have a break/s at dinners today to facilitate dinner service and enjoyment of the evening.

Port

- 11.15 At the conclusion of the last course, everything but table decorations and port glasses are removed from the table.
- 11.16 Port decanters are placed in front of the Dining President and Dining Vice-President and selected locations. When it is time to start passing the port this is conducted without undue ceremony. The Dining President removes the stopper from the decanter, places it on the table and half fills his glass. He then passes the port to his left (if there is a lady guest to his left he fills her glass, all mess

members fill their own glasses); the Dining Vice-President follows the same procedure as the Dining President and all remaining mess members glasses are filled.

11.17 A steward will attend for those who do not wish to take port and will provide them with water for the toasts.

11.18 When the decanter returns to both the Dining President and the Dining Vice-President, they top up their own glasses. The stopper is not replaced into the decanter until it is decided that no more port is to be poured.

TOASTS

The Loyal Toast

11.19 The procedure for drinking the loyal toast in Royal Australian Artillery Messes is in annex A.

11.20 The Banner Ensign / Escorts should retire after the Loyal Toast.

The Regiment

11.21 On RAA Day, and on other appropriate occasions at the discretion of the Dining President, it is customary to drink a toast to the Regiment following the Loyal Toast. The procedure is in annex A.

Foreign Heads of State

11.22 When a foreign guest is present it is not compulsory that a toast be offered to the Head of State of that guest. However, if desired, such a toast may be proposed and would occur after the Loyal Toast but before the toast to the Regiment. It is suggested that the guest be consulted prior for the correct wording of the toast. The toast is to the Head of State not the Head of Government, unless they are one and the same.

11.23 As with the Loyal Toast, toasts to foreign Heads of State are not to be embellished. Toasts should be conducted in alphabetical order of Countries however; Commonwealth Heads of State are toasted before other Heads of State. Should there be any problems or doubts about the method, or the order of toasts, and then the idea of toasting foreign Heads of State should be abandoned.

11.24 The method of toasting is the same as for the Loyal Toast. However, the Dining President would announce the full title (e.g. 'The President of the United States of America') and the Dining Vice-President would use an abbreviated form (eg. The President'). If a band is present, it will play the authorised version of the appropriate national anthem. If two or more foreign Heads of State are to be toasted then they would normally be done so without the playing of the foreign anthems.

Other Toasts

11.25 It is not customary for toasts other than those referred to in this chapter to be proposed in RAA Messes.

11.26 At the conclusion of the toasts, and when the members and guests have resumed their seats, the Bandmaster, when not a member of the Mess, is usually brought in, given a seat at the right of the Dining President and a glass of port or whatever drink preferred. The Bandmaster does not remain more than five to 10 minutes, after which he returns to the band.

AT THE COMPLETION OF DINNER

11.27 The Dining President will indicate to the Dining Vice-President when he desires to leave the dining room, where upon the following will occur:

- a. The Dining Vice-President will have all the diners rise and stand in rear of their chairs. The Dining President will order the Banner Ensign to 'March out the Banner of Queen Elizabeth the Second'. Procedures are in annex A to Chapter 6. After the Queen's Banner is clear of the dining room the Dining President will resume his seat, as will all members.
- b. After a suitable pause, the Dining President will invite the guest of honour (or senior official guest) to take coffee. The following procedure then occurs:
 - (1) Members and their guests will stand whilst the Dining President official guests leave the dining room. They then resume their seats.
 - (2) The Dining Vice-President will occupy the seat vacated by the Dining President immediately he has cleared the dining room, and will remain at the table while anyone else is present. The Dining Vice-President will be the last to leave the dining room.
 - (3) Members and their guests may leave the table after excusing themselves, remain at the table or may change their places, but consideration for the mess staff should prevent undue delay in the dining room.

Annex:

A. Conduct of Toasts

ANNEX A TO CHAPTER 11

CONDUCT OF TOASTS

The Loyal Toast

<i>Event</i>	<i>By Whom</i>	<i>Action/Spoken</i>	<i>Remarks</i>
Tap the gavel	Dining President		
Prompts the Toast	Dining President	`Dining Vice-President — The Queen — Our Captain General'	
Call for the Dinner to stand	Dining Vice President	`Gentlemen'	If ladies are present `Ladies and Gentlemen'
Dinner stands	All		Port glasses left on the table
Music played	Band	First four and last four bars of the National Anthem	Only if band present
The Toast	Dining Vice President	`The Queen'	There is only to be a momentary pause
The Response	All	`The Queen' and take up glasses and drink the toast	
Dinner sits	All		Taking the lead from the Dining President

The Regiment

<i>Event</i>	<i>By Whom</i>	<i>Action/Spoken</i>	<i>Remarks</i>
Tap the gavel	Dining President		
Prompts the Toast	Dining President	`Dining Vice-President — The Regiment'	
Call for the Dinner to stand	Dining Vice President	`Gentlemen'	If ladies are present `Ladies and Gentlemen'
Dinner stands	All		Port glasses left on the table
The Toast	Dining Vice	`The Royal	There is only to

<i>Event</i>	<i>By Whom</i>	<i>Action/Spoken</i>	<i>Remarks</i>
	President	Regiment'	be a momentary pause
The Response	All	'The Royal Regiment' and take up glasses and drink the toast	
Dinner sits	All		Taking the lead from the Dining President

Note: there is no musical salute for the toast to the Regiment.

CHAPTER 12

ROYAL AUSTRALIAN ARTILLERY REGIMENTAL FAREWELLS

GENERAL

- 12.1** The Regiment will offer to formally farewell each FT and PT officer, WO or SNCO who separates from the Regiment after 20 or more years service or who reaches compulsory retiring age with less than 20 years service. These functions will be organised by The RAA Regimental Officers' and Sergeants' Messes respectively.
- 12.2** It is appropriate to acknowledge the service of an individual who attains 20 years of service without the rank of SGT. A local farewell should be arranged by the person's parent unit in suitable surroundings.

Officer Farewells

- 12.3** The HOR will offer RAA officers the opportunity of a formal farewell in the Regimental Officers Mess generally at a formal dinner.
- 12.4** Officers of the rank of one star and above are to be featured in an appropriate manner at the farewells. This normally takes the form of acknowledgement on the front cover of the menu and an appropriately bound booklet of acknowledgements and anecdotes that suitably describe the officers' career.
- 12.5** The cost of this function will be borne by the attendees including the cost of those being farewelled. If officers cannot attend the designated farewell function, they should be farewelled at an appropriate local artillery function.

Warrant Officer and Senior Non-commissioned Officer Farewells

- 12.6** WO and SNCO separating from the RAA who meet the criteria in paragraph 17.1 will be farewelled at an annual function to be held in the RAA Regimental Sergeants' Mess. Detailed criteria for WO and SNCO farewells are in annex A.

Warrant Officers and Senior Non-commissioned Officers who Accept a Commission

- 12.7** WO and SNCO who accept a commission may be invited to attend a Regimental Sergeants' Mess happy hour in the year after their appointment. This generally occurs in conjunction with the Regimental Conference.
- 12.8** WO and SNCO who have accepted a commission will be farewelled in accordance officer farewells.

Presentations

- 12.9** An RAA Cypher is to be presented to each officer, WO or SNCO. The cost including engraving will be met by the RF. An RAA Cypher will be provided, upon request to members, unable to attend the Regimental farewells for presentation at a local farewell. This also applies to personnel who have completed 20 years of service but not attained the rank of SGT.

Annex:

- A. Rules Governing the Annual Warrant Officer and Senior Non-Commissioned Officer Farewells.

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ANNEX A TO CHAPTER 12

RULES GOVERNING THE ANNUAL WARRANT OFFICER AND SENIOR NON-COMMISSIONED OFFICER FAREWELLS

1. The rules governing annual WO and SNCO farewells were agreed by a meeting of the RAA Regimental Sergeant Major¹ held at the School of Artillery on 18 October 2006.
2. To be eligible for a farewell from the Regimental Sergeants' Mess¹ members must be of WO or SNCO rank on retirement/discharge, and be a member of the RAA who has completed a minimum of 20 years RAA effective service.
3. Members who have served 20 or more years and transfer from FT to PT may be entitled to be farewelled from the Regiment upon their transfer. Members may only be farewelled from the Regiment at the Regimental Sergeants' Mess once. Members who have served 20 or more years and have become commissioned officers² are to be farewelled from Regiment at the Regimental Officers' Mess upon retirement².
4. Members, who choose, or are forced to transfer corps through Army direction, will be dealt with on a case by case basis. The decision is to be made by the RMG in consultation with the HOR.
5. Members who have served 30 or more years in the RAA (excluding non-effective service) are entitled to a gift from the WO and SNCO of the RAA to the value of \$250.00 indexed at 1997³. The cost of such gifts is to be met by the WO and SNCO of the RAA.
6. Members will normally be farewelled in the calendar year (1 January to 31 December) following the year of their discharge. Members unable to attend the nominated farewell may request to defer their farewell to the following year by writing to the RMG.
7. Members who have discharged between 1st January and the farewell date may request in writing to the RMG to be farewelled in that year.
8. Serving members may request to be farewelled from Regiment at the Regimental Sergeants' Mess during their final year of service if they will be unable to travel to the Regimental Sergeants' Mess in the future. These members must request in writing to the RMG to be farewelled in that year.
9. Members who have served 20 or more years in the RAA and who are unable to attend the Regimental Sergeants' Mess for their farewell may apply in writing to the RMG to have a RAA Cypher sent to their current mess and be presented to them by an appropriate RAA representative⁴.
10. Costs for the farewells function, catering etc, is to be inclusive of the cover charge per head which will be decided by the Regimental Sergeants' Mess Committee.
11. Any excess monies and profits from the farewells is to be used to purchase suitable property for the Regimental Sergeants' Mess and are to be inscribed as such.
12. The following personnel are eligible to attend Regimental Sergeants' Mess farewell functions:
 - a. serving warrant officers and senior non-commissioned officers;
 - b. retired warrant officers and senior non-commissioned officers;

¹ Members are being farewelled from the Regiment not from the RAA Sergeants' Mess.

² If the member was corps transferring as a result of commissioning then their eligibility for a farewell from the Regiment would be dealt with as mentioned in paragraph 4.

³ To calculate indexed figure visit the Reserve Bank website at - <http://www.rba.gov.au/calculator/calc.go#divFrmCalcQ>

⁴ Appropriate RAA representative should be at least a CO and/or RSM of an Artillery Regiment or BC of an Independent Battery.

- c. invited guests (approval of the President of the Mess Committee (PMC) of the Regimental Sergeants' Mess is required); and
 - d. official guests of the Regimental Sergeants' Mess.
13. Notwithstanding the above, any reasonable request in writing will be considered by the RMG, PMC and committee of the Regimental Artillery Sergeants' Mess, in consultation with available RSM/WO1.

CHAPTER 13

THE MANAGEMENT OF REGIMENTAL AFFAIRS

REGIMENTAL COMMITTEE

Purpose

- 13.1** The purpose of the RC is to provide guidance to the RAA on all Regimental matters and, in particular, to foster and develop RAA history, heritage and traditions.

Method

- 13.2** This purpose is achieved by:

- a. encouraging all RAA members, past and present, to support RAA history, heritage and traditions;
- b. developing a network of RAA kindred organisations and individuals, encompassing RAA units, RCC, HOR, CC, RAA Historical Company (RAAHC), and RAA regional and unit associations;
- c. supporting the RAA Strategic Plan which links the RAA to the Army and ADF Strategic Plans;
- d. ensuring that all RAA members, past and present, are kept informed through publications, websites and activities about developments in the RAA and its history, heritage and traditions;
- e. exercising approval of the RF and general policy control over the RF;
- f. approving grants and loans from the RF in accordance with the principles of relevance, community involvement, ownership, priorities and affordability;
- g. ensuring, as custodians of RAA Regimental Property, that it is properly respected, maintained and insured;
- h. approving the loan and distribution of RAA Regimental Property to units, messes, clubs, Australian Army Artillery Museum (AAAM), Royal Australian Artillery Historical Company (RAAHC), and other appropriate RAA historical organisations;
- i. providing technical advice to the AAAM and other appropriate Artillery historical organisations, including the RAAHC when requested;
- j. ensuring the history of Australian Artillery is fully and accurately recorded;
- k. providing advice on the organisation and administration of special to Regiment functions; and
- l. approving amendments to SO and Regimental policies.

Constitution

- 13.3** The Constitution of the Committee is in annex A.

Composition

- 13.4** The RC shall comprise of the executive and general membership.

13.5 The executive comprises the following:

- m. Chair - RCC;
- n. Vice Chair - HOR;
- o. Secretary - SO to HOR;
- p. Treasurer - SO2 – HOR;
- q. Property Member - RMG;
- r. Executive members:
 - (1) CCs;
 - (2) DHOR; and
 - (3) RSM, School of Artillery.

13.6 The general committee consists of all RAA unit, SO1 Joint Fires HQ 2 Div and Light Battery sub-unit commanders and their respective, regimental and battery sergeant majors.

Co-opted Members

13.7 The Chair may co-opt any serving or ex-serving RAA officer, warrant officer or senior non-commissioned officer to be a temporary member of the RC, to complete a task or role for the RC. Any temporary member shall be subject to the same rules and conditions as the executive and general members of the Regimental Committee. This includes full voting rights.

Quorum

13.8 It shall be necessary for a quorum to be present at any RAA Regimental Committee meeting. A quorum shall consist of not less than:

- s. Chair;
- t. Vice Chair;
- u. three other Committee members comprising:
 - (1) one CC,
 - (2) one unit CO or independent or Light Battery sub-unit commander; and
 - (3) RMG, one unit RSM or Light Battery sub-unit battery sergeant major (this member being from a different unit / sub-unit than the commanding officer or sub unit commander listed above).

13.9 If the Chair is unable to attend and requests in writing that the Vice Chair conduct the meeting, a quorum will consist of not less than:

- v. Vice Chair,
- w. four other Committee members comprising:
 - (1) one CC;

-
- (2) one unit CO or independent or Mortar Battery sub-unit commander; and
 - (3) RMG, a unit RSM or independent sub-unit BSM (this member being from a different unit / sub-unit than the CO or commander listed above).

Committee Administration

13.10 To facilitate committee administration, standard formats for agendum papers, agenda and minutes are at annex B.

Proxy Votes

13.11 Votes at a RC meeting may be given either personally or by proxy. If given by proxy, the instrument of proxy shall be that shown in annex B. The instrument of proxy shall be handed to the Chair of any meeting in respect of which it is given. If the name of the proxy has not been filled out it shall be deemed to be the Chair of that meeting that holds the proxy.

Sub-committees

13.12 The RC may form sub-committees to deal with specific matters on either a long-term or temporary basis.

REGIMENTAL FUND

General

13.13 The RF is used for a number of purposes, which serve to enhance the RAA and for which public and non public unit funds are not appropriate. The fund is used to support the day to day conduct of the Regiment's affairs and for special projects, e.g. the acquisition of Regimental property.

13.14 Any RAA organisation is entitled to bid for RF to assist in special projects.

Applications for grants from RAA Regimental Fund

13.15 Applications for grants from the RF to assist in special projects may be made by any RAA organisation.

13.16 The process and consideration criteria are at annex C.

Accounting Practice

13.17 The RF is to be managed and audited in accordance with extant Army policy and instructions for the accounting and audit of non-public monies accounts. An audited statement of financial affairs is to be presented to the RC annually.

Subscriptions

13.18 Although not compulsory, all RAA officers and other ranks are encouraged to contribute to the RF. Unit messes and associations may send a contribution on their RAA personnel behalf.

13.19 The RC determines the appropriate scale of subscriptions.

13.20 The HOR may seek contributions to the RF annually or for specialist projects.

Life Membership

- 13.21** Life membership will be granted to donors of \$260.00. Life members will be publicly recognised as benefactors of the RAA in the RAA Liaison Letters.
- 13.22** Life membership is no longer open to serving personnel. New rules apply as detailed in the RAA Financial Plan.

Management of Life Membership Subscriptions

- 13.23** Life membership subscriptions are to be managed as follows:
- a. Money equivalent to the number of \$120, \$155 and \$260 life members is to be invested in a long term investment account (this was increased to \$155.00 with effect from 1 Jul 2009 and to \$260 with effect 31 Oct 2014).
 - b. As Life members pass away, their names are to be moved to the deceased benefactors list in the RAA liaison Letter and their subscription is to be reinvested.
 - c. Interest from the investment account may be used as approved by the RC.
 - d. 10% of the money allotted to the RAA Gunners Fund is to be included in the long term investment account.

REGIMENTAL PROPERTY

Definitions

- 13.24 Regimental property.** Regimental property is all property purchased by the RF, or presented to, or placed under the control of, the RC. Regimental property may be held within units under the authority of the RC.
- 13.25 Unit property.** Unit property is all property purchased by, or presented to, a unit. Such property will remain unit property as long as that unit is in being.
- 13.26 Unidentified property.** Any item not identifiable as unit property will be regarded as Regimental property and may be distributed as determined by the RC.

Distribution and Accounting for Regimental Property

- 13.27** The RC will decide the distribution of RAA Regimental property.
- 13.28** RAA Regimental property is to be accounted for in accordance with Army policy and instructions for the management of property accounts.
- 13.29** The Regimental Property Member maintains the Regimental Property Master Ledger. Sub-ledgers are to be maintained by units, messes, clubs and other organisations holding Regimental property.
- 13.30** The Regimental Property Member is to establish and coordinate the implementation of a 'checking' program by all those responsible for items on Regimental property ledger to ensure a physical check of the item is conducted and a photograph and accurate description is provided to the RMG for the ledger.
- 13.31** Unit RSMs / BSMs are to conduct a physical check of Regimental Property held by their unit or sub unit when undertaking a formal HO/TO of appointments. A formal written and signed report is to be submitted to the Regimental Property Member.

13.32 Unit RSMs / BSMs are to conduct the mandatory annual stock take of Regimental property held by their unit / sub unit physically themselves. This responsibility is not to be delegated. A formal written and signed report is to be submitted to the Regimental Property Member.

13.33 The procedures for the management of Regimental property on loan to any proposed amalgamation within regions of any unit RAA Officers and Sergeants' Messes in the future are in annex D.

Loan of Regimental Property Held in Units

13.34 Regimental property held in units may not be lent outside those units without the written approval of the Regimental Property Member. Before giving approval for such a loan, the Property Member is to be satisfied that the lending unit has adequate insurance and security arrangements are in place.

Insurance of Regimental Property

13.35 Regimental property distributed to units, messes, clubs and other organisations is to be insured in accordance with the policy in annex E.

13.36 The HOR will arrange and the RF will pay for the insurance cover for all Regimental property held at the School (other than in the RAA Messes). This is to include the AIF and Mt Schanck Trophies, which are to be specified items in a Fire and Perils policy.

Maintenance and Sale of Regimental Property

13.37 Units, messes, clubs and museums are responsible for the maintenance of Regimental property under their control. In extraordinary circumstances, requests for financial assistance to maintain Regimental property are to be directed to the Secretary of the RC.

13.38 Recommendations for the sale of Regimental property, which should no longer be retained, may be made to the Regimental Property Member. The Regimental Property Member must present his/her recommendations to the RC for approval. Once approved the Regimental Property Member is responsible to advertise the item(s) for sale by tender to all RAA units and to select the highest tender. It remains the responsibility of the selected tenderer to arrange for the collection of property. The money obtained from the sale of Regimental property is to be passed immediately to the Treasurer of the RF.

Disbandment of Units

13.39 On disbandment of a unit, Regimental property held by that unit is to be returned to the Regimental Property Member. The Trustees will make further decisions on the reallocation of such property.

13.40 On disbandment of a unit or sub unit, any property of historical or enduring nature is to be preserved in consultation with the RC.

Procedure on Mobilisation

13.41 Regimental property. On mobilisation, Regimental property held by units is to be returned to the RC.

13.42 Unit property. On mobilisation, the unit is to make arrangements for unit property to be secured in accordance with Army policy and instructions.

13.43 These arrangements are to be included in unit mobilisation plans and instructions.

REGIMENTAL SHOP

General

13.44 The RAA Regimental Shop is managed by the School of Artillery to provide a service to all members of the Regiment through the sale of:

- a. items of a regimental nature;
- b. uniform accoutrements; and
- c. other items as approved by the DHOR.

Management Committee

13.44 Management of the Regimental Shop is vested in the DHOR through the RAA Regimental Shop Committee. The Shop Committee is to be appointed by the CO/CI School of Artillery (DHOR).

Funding and Disbursements

13.45 The Regimental Shop is to be self-funded.

13.46 The Shop's aim is to provide service to members of the Regiment and the mark up policy is to reflect this.

13.47 The Shop is to disburse a minimum of 10% of profit to the RF annually.

Accounting Practice

13.48 The Regimental Shop is to be managed and audited in accordance with extant Army policy and instructions for the accounting and audit of non-public monies accounts (NPMA). An audited statement of financial affairs is to be presented to the RC annually.

Business Plan

13.49 The Management Committee of the Regimental Shop is to maintain a business plan.

REGIMENTAL PUBLICATIONS

Royal Australian Artillery Liaison Letter

13.50 The DHOR is responsible for the annual production of the RAA Liaison Letter. The aim of the Liaison Letter is to provide a forum for Gunners to exchange information, to remain aware of current Regimental issues, and to advise the activities and achievements of units and associations.

13.51 Contributions of articles, professional papers, or photos are invited from all Gunners and should be forwarded to the editor.

Annual Unit History Returns

13.52 An annual history return is to be prepared by all RAA headquarters, units independent sub units and Mortar Batteries in accordance with the information and format outlined at annex F to this chapter. Completed returns are to be submitted to HOR via SO to HOR as at 4 December each year.

Annexes:

- A. Constitution of the RAA Regimental Committee
- B. RAA Regimental Committee Meeting – Administration
- C. Applications for grants from the RAA Regimental Fund
- D. Management of RAA Regimental Property on loan to regional or amalgamated messes
- E. Policy on the Insurance of RAA Regimental Property
- F. Requirements and format for Annual Unit History Returns

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ANNEX A TO CHAPTER 13

CONSTITUTION

Rule 1 - Application of the Constitution

1. The business of the RC shall be conducted in accordance with the procedures laid down in this Constitution, and in accordance with extant Defence financial and administrative regulations.
2. The Rules of this Constitution shall bind all members of the RC of the RAA.

Rule 2 - Changes to this Constitution

3. The RC can only change this Constitution, and at least six members of the Committee must agree to the change. Changes may be proposed at a meeting of the RC, or by correspondence between members. Agreement to change may be made in the same way. Where agreement to a change is made in writing, copies of all correspondence pertaining to the change must be forwarded to the members of the RC once the matter has been resolved.
4. Any change shall be consistent with the provisions of the extant Defence financial and administrative regulations.

Rule 3 - Membership

5. Membership of the RC shall be as laid down in SO, chapter 13.

Rule 4 - Office Bearers

6. The RCC, being appointed to assist the HOR in the coordination of the functions of the CC of the Regiment, shall act as Chair of the RC, at all extraordinary and other meetings of the RAA RC.
7. The Chair is to authorise the conduct of the normal affairs of the RC, including the convening of meetings save and except in connection with the convening of extraordinary meetings of the RC in accordance with the provisions of Rule 8.
8. The HOR, shall, subject to his discretion, be responsible for the implementation of any course of action recommended to him by the RC and Sub-Committees.
9. The Secretary shall be responsible for the conduct of the routine affairs of the RC, acting under the authority of the Chair and the HOR within the policies approved by the RC.
10. The Treasurer shall be responsible for the maintenance of accounts over which the RC exercises control. As far, as is practical the accounting procedures, in accordance with extant Army policy and instructions for the accounting and audit of non-public monies accounts, are to be followed by the Treasurer. The Treasurer is to be a member of the RC. He is to present financial reports to meetings.
11. The Regimental Property Member shall be responsible for the Regimental property on behalf of the RC. He is a member of the RC. He is to present property reports at meetings.

Rule 5 - Meetings

12. The RC shall meet at least once in each calendar year.

13. The RCC and the HOR may at any time request a meeting and the Secretary, upon their request, shall convene a meeting of the RC.
14. Copies of papers relevant to a meeting shall be issued to:
 - a. all members of the RC, and;
 - b. persons invited to attend.
15. Any other persons, who have been invited to attend a RC meeting, shall be issued with such papers as are necessary for the purpose of their attendance at a meeting. They have no voting rights. This situation differs from that described at paragraph 13.7.
16. At any extraordinary or ordinary meetings, any question submitted shall be decided by a show of hands and in the case of an equality of votes; the Chair shall have a casting vote in addition to the vote to which he is entitled as a member. A poll shall not be demanded in respect of any question or matter. All acts done at or by any meeting, RC, member or by a person acting as a Committee member shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of such RC, member or person or that they or any of them were disqualified for any such reason from so acting be as valid as if every such RC, member or person or that they or any of them were disqualified for any such reason from so acting, be as valid as if every such RC member or person had been validly appointed or was otherwise qualified so to act.

Rule 6 - Agenda

17. Agenda items for consideration by the RC may be submitted by any member of the RAA or any committee, association, or body recognised by the RC.
18. Proposed items shall be submitted in writing together with a position paper setting out the background, the purpose, and other relevant aspects of the matter including a recommended course of action.
19. Proposed items shall be submitted through normal RAA channels to the RCC and HOR who shall decide whether it is appropriate for the matter to be referred to the RC.

Rule 7 - Minutes

20. Minutes setting out the conclusions, decisions, or recommendations of the RC shall be prepared by the Secretary and one copy shall be circulated to each member of the RC by the Secretary within one month of the minutes being endorsed by both RCC and HOR. Additional copies may be circulated on distribution, as directed by the RC.
21. The format for RC administrative paperwork is attached at annex B.

Rule 8 - Out-of-Session Business

22. If a matter is considered by the RCC and the HOR to be sufficiently urgent, or if consideration of the matter at the next ordinary meeting of the RC would impose an unreasonable delay, then either the RCC or the HOR may, through the Secretary, submit a matter to members of the RC for consideration out-of-session.
23. Any matter referred to the RC out-of-session shall be accompanied by a suitably detailed explanation of the case and by a RCC/HOR recommendation in the matter.
24. The Secretary will collate the views of the RC and prepare a record of the out-of-session business advising the resolution of that meeting. This record, when agreed and signed by the Chair, shall become the resolution of that meeting.
25. Such business is to be listed for confirmation at the next meeting of the RC. Notwithstanding the period of time that shall elapse between the out-of-session meeting of the RC and the next

meeting of the RC, the resolutions of the out-of-session meeting of the RC shall be valid and binding. In the event that the resolution(s) of the out-of-session meeting are not confirmed by the next meeting of the RC the said resolutions shall, but only from the time of the meeting of the RC, be of no force or effect.

Rule 9 - Amendments to Royal Australian Artillery Standing Orders

26. The RC shall approve amendments to SO before promulgation. The administration procedure for the amendment of SO shall be in accordance with the procedure for changing the rules, and is detailed in Rule 2.

Rule 10 - Finances

27. The RC shall exercise control over the RF in accordance with the Non Public Monies Account details for that fund.
28. Expenditure on any one item of Regimental Property up to \$500 is subject to the approval of the HOR, subject to the expenditure being within any budgetary limit imposed by the RC. Expenditure above \$500 is subject to the approval of the RC.
29. Signatories of accounts drawn against the RF shall be nominated by the HOR.
30. The Treasurer is to prepare financial statements at least once per year setting out the situation of the RF as at the last day of June.
31. Income of the RF may be derived from the following sources:
- a. the subscription of officers and other ranks, retired and serving, according to the rates which shall be determined by the RC with concurrence of the HOR;
 - b. profits accruing from the sale of goods (such as clothing and accessories, stationery and the like) from the RAA Regimental Shop;
 - c. the proceeds of any sale of RAA property authorized by the RC;
 - d. gifts, bequests, grants made to the RAA and accepted with the approval of the RC; and
 - e. any other source which may be approved by the RC.
32. A standing allocation of \$500 each per annum is made to the HOR and the DHOR. The purpose of the cash advances are:
- a. purchase of RAA stationary for use in RAA matters;
 - b. undertaking of minor printing tasks concerned with Regimental matters;
 - c. purchase of wreaths;
 - d. finance of approved RAA functions; and
 - e. other RAA activities that require cash payment in advance; (such advances are to be recovered).
33. Approval for the expenditure from the cash advance is required.
34. Loans and grants may be authorised by the RC. The Treasurer is to draw up a formal Grant or Loan Agreement for any money to be lent or granted by the RF. The Grant Agreement is to include the conditions of the grant. The Loan Agreement is to include the period for repayment and the method of repayment. Both the Loan and Grant Agreements are to be signed by the interested party and the RCC or HOR of the RC.

35. The value of life subscribers funds to be held in fixed deposit must be representative of the number of individual life (living and deceased) and corporate subscribers, calculated by (total number of individual life and corporate subscribers multiplied by the fee paid)(rounded to the nearest \$1000). The Regimental Fund treasurer should review the number of subscribers against the level of funds invested when the investment matures. Should the level not reflect the number of subscriptions then an appropriate level of funds must be transferred to the fixed term deposit. The interest received from the fixed deposit should be transferred at least annually to the general cash at bank of the Regimental Fund by automatic transfer.
36. The treasurer is to maintain a minimum of \$10000 at call. The remainder of the money including life memberships is to be invested to best advantage in accordance with NPMA rules. Sufficient finance is to be made available, to fund RC agreed projects.

Rule 11 - Sub-committees

37. The RC is empowered to form other sub-committees for the consideration of specific matters.
38. The RC shall determine the membership and terms of reference of the sub-committees.

**APPENDIX 1 TO ANNEX A
TO CHAPTER 13**

REGIMENTAL COMMITTEE MEETING —INSTRUMENT OF PROXY

1. Votes may be given either personally or by proxy. The instrument of proxy shall be in the following form:

I,....., a member of the Regimental Committee of the Royal Australian Artillery appoint as my proxy to vote for me on my behalf at the meeting to be held on the at and at any adjournment thereof.

Dated this day of 20

Signed

This instrument of proxy shall be handed to the Chairman of any meeting in respect of which it is given. If the name of the proxy has not been filled out it shall be deemed to be the Chairman of that meeting that holds the proxy.

2. The instrument of proxy shall be handed to the Chairman of any meeting in respect of which it is given and, if the name of proxy shall not have been filled out, shall be deemed to be the Chairman for the time being of that meeting.

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ANNEX B TO CHAPTER 13

REGIMENTAL COMMITTEE MEETING ADMINISTRATION

General

1. This annex contains the format for RC agendum papers, meeting agenda and the layout for meeting minutes.
2. The aim of these papers is to provide a consistent, logical format that supports the content of the various papers and records the views and decisions of the RC.
3. The instrument of proxy is included below. The form is self explanatory.

Appendixes:

1. Agendum paper
2. RC meeting agenda
3. RC meeting minutes

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APPENDIX 1 TO ANNEX B
TO CHAPTER 13
LAYOUT OF AN AGENDA PAPER

1. The layout of an agenda paper is to be based on the layout below.
2. Electronic copies of the format are available from the HOR staff.
3. The format is to be on A4 portrait with all additional information provided electronically as attachments to the main paper.



Royal Regiment of Australian Artillery

REGIMENTAL COMMITTEE AGENDUM PAPER

Agendum 0X (year) /XXX (agenda number)

TITLE

EXECUTIVE SUMMARY

Reference(s):

A. Quote reference(s) as required.

Purpose

1. The purpose of this paper is to

Background

- Provide brief outline of the background to the agendum item. If significant background is required attach as an enclosure to agendum paper.

Key Issues

- Dot point synopsis of issues.

Options

- Provide options for consideration including preferred option if the agendum item sponsor feels it to be appropriate to assist consideration by Regimental Committee.

Recommendation(s)

2. I recommended the following:

- | |
|---|
| <p>a. Recommendation 1. Propose that</p> <p>b. Recommendation 2. Follow on Action.</p> <p>c. Recommendation 3. RAA Standing Orders amendment.</p> |
|---|

Sponsor: **Rank Initials Name and appointment**
Tel: (xx) xxxx xxxx Mob: xxxx xxx xxx
E-mail: email.address@defence.gov.au

Date: XX XXX XX

Enclosure:

1. As required

APPENDIX 2 TO ANNEX B
TO CHAPTER 13
LAYOUT OF AN AGENDA

1. The layout of an agenda is to be based on the layout below.
2. Electronic copies of the format are available from the HOR staff.
3. The format is to be on A4 portrait with all additional information provided electronically as attachments to the main paper.



Royal Regiment of Australian Artillery

AGENDA FOR A MEETING OF THE REGIMENTAL COMMITTEE OF THE ROYAL REGIMENT OF AUSTRALIAN ARTILLERY

BRIDGES BARRACKS

(date)

Opening

Meeting opening - RCC

PREVIOUS BUSINESS

0X (year) /XXX (agenda number) Acceptance of RC 10 Meeting Minutes - RCC

(Encl 1- Copy of Approved Minutes)

For background information to Items listed under Previous Business refer to Previous Meeting Minutes

0X (year) /XXX (agenda number) RC (year) - Business Arising / Outstanding Actions - RCC

2

REPORTS

0X (year) /XXX (agenda number) Treasurers Report - SO2 HOR

(Encl 2 – Audited Financial Statement)

0X (year) /XXX (agenda number) Regimental Property - RMG

0X (year) /XXX (agenda number) A - Members Report *(Encl 3 - Copy of Report)*

0X (year) /XXX (agenda number) B - Perpetual Ledger *(Encl 4 – Copy of Ledger)*

0X (year) /XXX (agenda number) Regimental Shop Report *-(Encl 5 – Supervisors Report)*

0X (year) /XXX (agenda number) AAAM Update - AAAM

(Encl 6A & 6B – Copy of Report – Manager)

0X (year) /XXX (agenda number) RAAHC Report - Chair

(Encl 7 – Copy of Report)

0X (year) /XXX (agenda number) HSC Report -

Chair HSC

(Encl 8 – Copy of Report)

0X (year) /XXX (agenda number) National Memorial Sub Committee (NMSC) Report - CCER

Encl 9 – Copy of Report)

Additional Reports (CC Reports Normally Last Item)

0X (year) /XXX (agenda number) CC Reports - CC (All)

(Encl 10 - CC Copy of Full Reports)

NEW BUSINESS

0X (year) /XXX (agenda number) Agendum Paper (year/number) –Discussion Paper
(Encl 15 – See Agendum Paper)

OTHER BUSINESS

0X (year) /XXX (agenda number)Late Agenda Items -

CLOSING

0X (year) /XXX (agenda number) Comments & Observations - HOR

0X (year) /XXX (agenda number) Summary & Meeting Closure - RCC

(Chair (RCC) signature block)

Date

Enclosure (s):

1. As required Agendum 0X (year) /XXX (agenda number).

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APPENDIX 3 TO ANNEX B
TO CHAPTER 13
LAYOUT OF MINUTES FOR MEETINGS OF THE REGIMENTAL
COMMITTEE

(1)

**MINUTES OF A MEETING OF THE REGIMENTAL COMMITTEE OF THE
ROYAL REGIMENT OF AUSTRALIAN ARTILLERY**

BRIDGES BARRACKS

(date)

PRESENT

Name and appointment

Apologies

Name and appointment

OPENING

Meeting Opening - RCC

1. Appropriate comments.....

PREVIOUS BUSINESS

**Item 0X (year) / XXX (agenda Number).
Minutes - RCC**

Acceptance of Regimental Committee 20XX Meeting

Motion 0X (year) /XXX (agenda number). The Minutes of the Regimental Committee (RC) Meeting held (insert date) be accepted as a true and accurate record of the meeting.

Proposed:

Seconded:

Motion:

Item 0X (year) /XXX (agenda number). Acceptance of Mid Year Conference 20XX Minutes – RCC (If required)

Motion 0X (year) /XXX (agenda number). The Minutes of.

Proposed:	Seconded:	Motion:
------------------	------------------	----------------

Item 0X (year) /XXX (agenda number). Business Arising from RC XX Minutes

Motion 0X (year) /XXX (agenda number). The Minutes of		
Proposed:	Seconded:	Motion:

Item 10/03A (09/02E-1). 'Magee' Sword Repairs – CO 8/12 Mdm Regt (example only)

2. *SO to HOR advised 8/12 Mdm Regt had repaired the actual 'Magee' sword and returned it to HOR staff for display elsewhere in the Regiment.*

<i>Comment. Chair HSC advised there was no additional information to that provided last year.</i>
--

<i>RCC Guidance. RCC directed the HSC continue to investigate the provenance and to only report to the RC if more information was forthcoming. Agenda Item Closed.</i>
--

LAYOUT / SEQUENCE IN ACCORDANCE WITH AGENDA (UNLESS AMENDED BY CHAIR).REPORTS

NEW BUSINESS

SUMMARY & CLOSING

Signature Blocks – Secretary, HOR, RCC

Dates

Enclosures:

ANNEX C TO CHAPTER 13

APPLICATIONS FOR GRANTS FROM THE RAA REGIMENTAL FUND

1. Applications for grants from the RF to assist in special projects may be made by any RAA organisation.
2. Applications for grants from the RF are to be made through a member of the RC who will act as the agendum item sponsor.
3. The RC member will review the suitability of the application and develop an agenda item based on the application and forward it to the RCC and HOR for consideration by the RC. The agenda paper should outline the background to the application and any recommendations to progress the application further.
4. Agendum papers seeking grants need to be prepared in accordance with the format outlined in this chapter and submitted in a timely manner (usually at least six weeks) before each meeting of the RC to enable full consideration. Agendum papers are normally circulated with the meeting agenda.
5. The RC will consider the application and agendum paper against the following criteria:
 - a. The relevance of the application to fostering, maintaining or protecting the heritage, history and traditions of the RAA.
 - b. The link between the proposed project or activity outlined in the application and the agreed business plan of the RC.
 - c. The relative importance and priority for the RAA based on the application and agenda paper.
 - d. The level of community and financial support already existing for the proposal from the Australian, state and local governments, organizations and the RAA community.
 - e. The likely long term result from any proposal including ownership of any property, on-going maintenance and flow-on affects that may be associated with a grant from the RF.
 - f. The impact of the grant expenditure on the financial status of the RF.
 - g. The relative affluence of the requesting organization including its ability to raise funds and draw upon supporting and regional associations.
 - h. The RF is not to disperse more than 25% of the fund's current available cash and interest in any one financial year. This does not include life subscriptions invested in accordance with these orders.
6. The decision on any proposals will be advised by the RC through the member of the RC that raised the agendum paper on behalf of the applicant.

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ANNEX D TO CHAPTER 13

MANAGEMENT OF REGIMENTAL PROPERTY

Regimental Property Member

1. The RMG as the Regimental Property Member has responsibility for overseeing the management of RAA Regimental property and RAA Regimental Officers' and Sergeants' Mess property on loan to the regional Officers' and Sergeants' Messes.
2. The RMG is to present a property report at Regimental Committee Meetings and other times as required by the RAA Regimental Committee. The property report is to clearly describe the status and location of all RAA Regimental property and RAA Officers' and Sergeants' Mess property. In effect, each category of Regimental property is to be treated as a separate property account. Thus the property report is to separately account for:
 - a. RAA Regimental property;
 - b. RAA Regimental Officers' Mess property; and
 - c. RAA Regimental Sergeants' Mess property
3. Values for each of the three property accounts are to be provided to the Treasurer of the Regimental Fund for inclusion in the financial statement of the Fund.
4. The Treasurer of the Regimental Fund must insure that the property values of all three accounts are included in the financial statement of the RAA Regimental Fund as separate line entries.

RAA Regimental Officers' and Sergeants' Mess Property

5. RAA Regimental property and RAA Regimental Officers' and Sergeants' Mess property is held in trust by the Regimental Committee on behalf of the Regiment. The Regimental Committee provides items of RAA Regimental property and RAA Regimental Officers' and Sergeants' Mess property under loan terms to the regional Officers' and Sergeants' Messes for display. The terms of the loan are that each Mess meets the cost of appropriately insuring and maintaining all items on loan from the Regimental Committee.
6. Management Committees of the regional Officers' and Sergeants' Messes are required to maintain separate property ledgers for RAA Regimental property and RAA Regimental Officers' and Sergeants' Mess property provided on loan. Day to day management is vested in the respective Mess Management Committees.

Property on Loan to Regional or Amalgamated Messes

7. The amalgamation of the RAA Regimental Officers' and Sergeants' Messes to regional messes may be deemed necessary by Defence. Under the terms of any transition from RAA Regimental (unit) Messes to area Messes, the property held by each Mess consists of:
 - d. The regional Officers' or Sergeants' Mess property;
 - e. RAA Regimental Officers' or Sergeants' Mess property; and
 - f. RAA Regimental property.
8. The background and establishment arrangements to the procedures detailed in this annex are detailed in the 2005 RC Meeting Papers.

9. President's of Mess Committees and Property Members, as well as the general mess membership must consider the impact of these arrangements in relation to the management of property owned by or held by respective messes. It may be necessary to move property to the unit area to ensure that RAA heritage is protected and preserved. It may be necessary to discuss provenance of some items with former mess members and the RC.

Presentation of Property to Regional Messes

10. RAA officers, warrant officers and senior non-commissioned officers making presentations to their respective Messes must be cognisant of whether they want to make the presentation to their RAA Regimental Mess or whether they want to make it to the respective regional Mess.
11. If the inscription on the presentation is to the regional Officers' or Sergeants' Mess rather than the RAA Regimental Officers' or Sergeants' Mess the item is added to the regional Mess property ledger. The presentation becomes the property of the respective regional Mess, not RAA Regimental property.

Maintenance, Loan, Movement, Insurance and Disposal of RAA Regimental Property

12. The provisions of chapter 13 apply to RAA property held by regional Officers' and Sergeants' Messes.
13. Should the volume of RAA property in regional Messes increase to a level that clashes with the ability of those Messes to acquire and/or display items of a more 'combined arms' nature, the Regimental Committee may agree to the redistribution of RAA property.

ANNEX E TO CHAPTER 13

REGIMENTAL PROPERTY INSURANCE POLICY

References:

- A. MPA Vol 3 Chap 1
- B. MPA Vol 3 Chap 2

Background

1. The purpose of this Policy is to define the insurance requirements for Regimental property.

Insurance Policy

2. Regimental property is insured in the same manner as Army messes through the Commonwealth Insurance Office.
3. Property that may be used away from its normal location is to be covered by an All Risks policy if applicable.
4. Due to the secure locations that Regimental property is displayed or stored there is generally no requirement to insure items for theft.
5. The 'associated NPMA' is the Mess or organisation to which Regimental property has been loaned on either a permanent or semi-permanent basis. Loans are to be evidenced by a Deed of Loan signed by the authorised representative of the associated NPMA and the Regimental Property Member.
6. The 'normal location' of property is the location of the NPMA to which the Regimental property has been loaned by the authority of the RC.

Implementation of the Insurance Policy

7. CO and BC are responsible for ensuring that Regimental property loaned to the unit NPMA is correctly accounted for. The associated NPMA is responsible for insuring the loaned property for the assessed value of the item.
8. Valuations of Regimental property may be obtained by units, but are to be endorsed by the RC. Any costs incurred in the valuation of Regimental property are to be borne by the associated NPMA.
9. Units not wishing to hold Regimental property because of the insurance and valuation costs are to return the property to the Regimental Property Member. The RC will then determine where the property should be held.

Insurance of the Mt Schanck Challenge Trophy and AIF Trophy

10. The Mt Schanck Challenge Trophy and the AIF Trophy are retained in the possession of the School of Artillery. Both trophies are covered by the Commonwealth Insurance Office.

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ANNEX F TO CHAPTER 13

MANAGEMENT OF RAA UNIT HISTORY AND HERITAGE

References:

- A. Australian Artillery Heritage Plan
- B. DI(A) ADMIN 34-1 Management of Army History
- C. DI(A) ADMIN 34-2 Management & Operation of Army Museums & Heritage

General

- 1. The Army has a legislative requirement to preserve its records under the *Archives Act 1983*, which does not discriminate between operational records and peacetime administrative records. Formation, Unit and Organisation Commanders are reminded of their obligation to preserve documentation, as enunciated in *Defence Records Management Policy Manual (POLMAN3)*.

Aim

- 2. The aim of this directive is to provide the RAA Corps policy for the management, maintenance and safekeeping of RAA history and heritage within the units of the RAA.

Scope

- 3. This directive details RAA unit requirements and assigns responsibilities for compliance with this directive.

Responsibilities

HOR

- 4. The RAA HOR is responsible for the safekeeping of RAA history and heritage within the units and independent sub units of the RAA. IOT achieve this, the following responsibilities are delegated:
 - a. RAA unit COs' and Bus' independent RAA sub units are responsible for the day to day management, maintenance and safekeeping of RAA history and heritage within their respective units/sub units;
 - b. The SO HOR is responsible for ensuring that unit and independent sub unit annual returns are completed, compiled and stored.

The RAAHC

- 5. The Royal Australian Historical Company (RAAHC) has national responsibility for Australian artillery heritage and history. This includes maintaining the artillery history library. The Army POC for RAAHC will be the RMG.

Operational Records

- 6. The use of War/Commander's Diaries to record a unit's activities whilst deployed on operational service was well-established during the First and Second World Wars, Korea, Malayan Confrontation and Vietnam. Its use by units since that time has declined, and written records relating to Australian

Army Peacekeeping Operations are currently not in a form suitable for ease of use by researchers within Defence.

7. RAA units and sub units deployed on operations are to maintain accurate war diaries for the period of their deployment. A copy of the war diary is to be forwarded to the RAAHC on return from operations. Where elements of an RAA unit below sub unit level are deployed, accurate records are to be maintained by the senior member deployed for inclusion in unit records on return from deployment.

Peacetime Records

8. Recording the activities of RAA units during peace is important, as it can provide details of a unit's role, organisation, equipment and significant training activities conducted. These records can also include details of a unit's formation, change in designation, role or equipment as well as its heritage and traditions.
9. To effect the collection, collation and maintenance of these records, RAA unit commanders are to appoint a Unit History and Heritage Officer who is to be responsible for unit history and heritage matters. The unit RSM or independent sub unit BSM would be ideally suited to this role.
10. At the conclusion of each calendar year a unit history and heritage return is to be prepared. This return should cover significant events and activities undertaken by the unit in the preceding year and should contain, as with a War Diary, a commander's comments and analysis of events.
11. The RMG is responsible to ensure that all RAA units and independent sub units have submitted a History & Heritage return NLT 4 Dec each year. The RMG is to consolidate and forward these returns to the RAAHC. A copy is to be retained in the unit history & heritage file.
12. As a minimum, the following is to be retained in the unit history and heritage files:
 - a. training programs;
 - b. routine orders;
 - c. personnel lists with key appointments identified;
 - d. summaries of exercises, including all pertinent instructions;
 - e. photographs of unit activities and personnel, suitably captioned and identified;
 - f. programs for ceremonial parades;
 - g. copies of unit publications, such as journals, or Corps journals to which the unit has made contributions or is mentioned; and
 - h. clippings from newspapers or magazines where the unit is mentioned.
13. Information collected should cover a broad spectrum of activities and be suitably identified, including date, names of personnel, location and other data that allows information to be extracted at a later date. Where possible, information should be stored in date order. Hard copies of documents and photos should be preserved as the main source, as the format of electronic data may change and the ability to access may become difficult as technology changes.

Unit History and Heritage Register

14. RAA units are to maintain a unit history and heritage register. The register is to record:
 - a. Items in possession of the unit that are of historical significance to the RAA;
 - b. Historical guns or equipment (garden guns) on display in the unit area;
 - c. Periodic inspections and reports on the condition of equipment and guns on display or in keeping of the unit;

- d. Submission of copies of war diaries and annual history and heritage returns to the RMG/RAAHC; and
- e. Any other items of RAA historical or heritage value.

Unit Histories

- 15. RAA units are encouraged to produce their own written histories. These may be simple photocopied narratives used as a Unit Brief, or professionally produced books or journals.
- 16. Unit histories should be prepared as unclassified documents, so that they can receive the widest dissemination possible both within Defence and to the public. Classification at a higher level means that the use of the material becomes limited, and thus negates the purpose of preparing such histories.

Unit History Rooms

- 17. Units may identify a requirement to include objects such as equipment or militaria as an appropriate method of enhancing the preservation of its history and heritage. There may also be a requirement for units to present their history and heritage in a formal manner utilising the historical material in their possession. In these situations units may establish a Unit History Room where documents, photographs as well as examples of equipment and militaria may be displayed in order to interpret unit history.
- 18. The establishment of such Unit History Rooms is at the discretion of the unit commander and is to provide a direct benefit to the unit. The purpose of a Unit History Room is to enhance unit training and cohesion and to develop esprit de corps and identity. Unit commanders are to appoint a supervising officer for a Unit History Room and may provide resources from within a unit's normal entitlements. Unit commanders may also utilise the services of a suitable volunteer support base such as a unit association to assist with the care and presentation of the contents of a Unit History Room.
- 19. Further direction in the management and operation of Unit History Rooms is contained in Ref C.

Appendix

- 1. Unit History Return Format

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APPENDIX 1 TO ANNEX F TO CHAPTER 13

UNIT HISTORY RETURN FORMAT

1. An example of the DHOR minute seeking Annual History Returns and the format for the return are outlined in the following pages.

2. An outline version is available on the RRAA website

<http://intranet.defence.gov.au/armyweb/Sites/RRAA/comweb.asp?page=183586>

<http://www.defence.gov.au/army/RRAA/>

AUSTRALIAN ARMY
Royal Regiment of Australian Artillery
MINUTE

I1050473
SOARTY/OUT/2008/562

See distribution

RAA REGIMENTAL HISTORY RECORD – ANNUAL RETURNS - 2008

1. The purpose of this minute is to remind addressee's of the HOR requirement for units, and where applicable independent sub-units, to submit annual regimental history record returns. The annual return is an extremely valuable historical tool that contributes to the preservation of our Regimental heritage. The requirement for RAA units and independent batteries to compile an annual regimental history record was first introduced in 1971. Unfortunately the process lapsed towards the end of the 1980's and despite being reintroduced in 1990 lapsed again soon after. Effort has been made over the last few years to reinstate the annual return but unfortunately, although improving, the response is still limited. Units who submitted returns last year were 1st Field Regiment, 4th Field Regiment, 7th Field Regiment, 8th/12th Medium Regiment, 16th Air Defence Regiment and 1st Ground Liaison Group.

2. A format for the annual record is attached as a guide (enclosure 1). It should be noted this is the minimum information / data sought and units are encouraged to provide any additional information they believe is of historical significance. A database is currently being developed utilising the existing records and this will be enhanced by the submissions received in the future. Units requiring historical information that may have been covered by previous records should contact Major D.T. Brennan.

3. Units are strongly encouraged to make the time necessary to submit returns. The historical record for 2008 should be completed as at the end of November and forwarded to Major D.T. Brennan via e-mail (terry.brennan@defence.gov.au) by no later than Friday 5 December 2008. Units are welcome to submit backdated returns for any previous years especially in the recent past including 2006 and 2007.



S.T. RYAN
LTCOL
DHOR

Tel: (03) 5735 6263, Fax: (03) 5735 6262
E-Mail: sean.ryan@defence.gov.au

11 Nov 08

Enclosure:

1. RAA Annual Regimental History Record Return Format

Distribution List:

CO 1 Regt
CO 4 Regt
CO 8/12 Regt
CO 16 ALR Regt
CO 20 STA Regt
CO/CI SOArty
SO1 2 Div Lt Arty
BC 2/10 Lt Bty
BC 3 Lt Bty
BC 5/11 Lt Bty
BC 6/13 Lt Bty
BC 7 Lt Bty
BC 23 Lt Bty

JPEU

For Information:

Representative Colonel Commandant
HOR
Chairman HSC
Colonel Commandant Southern Region
Colonel Commandant Western Region
Colonel Commandant Tasmanian Region
Colonel Commandant Eastern Region
Colonel Commandant Central Region
Colonel Commandant Northern Region
SO2 HOR
SO to HOR

**ANNUAL REGIMENTAL HISTORY RECORD
ROYAL AUSTRALIAN ARTILLERY FULL-TIME AND PART-TIME HEADQUARTERS
& UNITS**

1. Year (calendar year).
2. Regiment/Independent Sub-Unit/Organisation.
3. Batteries (Comprising the Regiment).
4. Changes in Designation (Including Date of Occurrence).
5. Presentation Location / Station (If changed during year provide old location and date of move / change).
6. Details of Key Officer Appointments (including date of assumption and/or departure and initials):
 - a. Commanding Officer,
 - b. Second-in- Command / Executive Officer,
 - c. Adjutant,
 - d. Battery Commanders (nominate which battery), and
 - e. PMC Officers Mess (if applicable).
7. Details of Key Warrant Officer Appointments (including date of assumption and/or departure and initials):
 - a. Regimental Sergeant Major / Master Gunner,
 - b. Battery Sergeant Majors (nominate which battery), and
 - c. PMC Sergeants Mess (if applicable).
8. Establishment Strength (SED).
9. Posted Strength (annual average).
10. Key or Major Changes in SED and/or Composition /Structure (include date of change).
11. Regiment / Battery Armament including designation, calibre and number of equipment's.
12. Major Changes to Equipment and/or Capability (include when introduced etc).
13. Awards and Medals – Bravery / Service (include copies of citations where appropriate).
14. Operations and Training Exercises (include name, primary purpose, location and dates).
15. Details of personnel killed, wounded or missing on Operations (if applicable).
16. Details of personnel killed or injured during Training or other circumstances (if applicable).
17. Key Media Involvement / Events (provide copies of press articles, videos footage etc).
18. Special Events / Activities (guards of honour, salutes, freedom of the city, parades etc).
19. Regimental Community / Social Events / Aspects (family support / community involvement).
20. Other matters/events/ activities that the unit considers to be of historical significance.

CHAPTER 14

AUSTRALIAN ARMY ARTILLERY MUSEUM

MUSEUM HISTORY

- 14.1** In the period before 1997, the RAA National Museum was established at North Fort alongside the School of Artillery at North Head, Manly NSW. The Directorate of Artillery provided the Regimental oversight for the museum.
- 14.2** The land previously occupied by the School of Artillery at North Head was State owned Crown Land leased for use by the Commonwealth for Defence purposes. Occupation by Defence was by way of an agreement between the State of NSW and the Commonwealth dated 6 October 1910 and a subsequent deed variation dated 29 February 1994. Defence has returned this land to the NSW Government less the 2-3 hectares area known as 'North Fort'.
- 14.3** In 1997, three unrelated Defence initiatives impacted on the management of the Royal Australian Artillery National Museum and North Fort. These were:
- a. the relocation of the School of Artillery to Puckapunyal and the associated transfer of Defence occupied land back to the NSW State Government, the area occupied by the museum then came under the management of the Sydney Harbour Federation Trust;
 - b. the disestablishment of the Directorate of Artillery; and
 - c. the implementation of new Defence policies concerning the management of museums (Defence Instruction (General) Admin. 54-1) through the Project Army Heritage Plan.
- 14.4** The result of these initiatives was a decision to retain the RAA National Museum at North Fort as a Defence Facility. This provided the Museum with rent-free facilities, limited Army staffing, day to day operating costs, and facilities maintenance funds for the buildings and fortifications. The RAA National Museum was a sub-unit of the Army History Unit. A formal contract was established between Army and those volunteer organisations that support each of its museum sites. These volunteer organisations were each structured as a company limited by guarantee, thus limiting the liability of volunteer members to an agreed nominal amount.
- 14.5** The RAA Historical Company was the limited-guarantee company established to operate the RAA National Museum.
- 14.6** In 2009, under direction from the Army History Unit, the name was changed to the Australian Army Artillery Museum (AAAM).
- 14.7** As a result of the name and status change the RAAHC no longer operates the museum. In 2010 the RAAHC amended its constitution to reflect a national focus on broader Artillery history and heritage matters, whilst retaining a relationship with the AAAM.
- 14.8** In 2011 further developments saw a request from the Sydney Harbour Federation Trust for Defence to pay rent for the site. Defence decided that the site was no longer a viable proposition and the decision was taken to abandon the site (with some access to previous volunteers). The display was moved to storage at Bandiana, awaiting the development of a new facility at Puckapunyal. An interim display has been opened collocated with the Army Tank Museum at Puckapunyal.
- 14.9** The museum library and an extensive collection of photographs has been retained on site at North Fort with limited access under arrangements negotiated by the RAAHC.

14.10 Since 2013 limited space has been made available within the Tank Museum at Puckapunyal to allow the display of some of the AAAM collection.

HISTORY OF NORTH FORT

14.11 North Fort is part of Australia's heritage (National Estate) and was built to improve the defences of Sydney. Its two 9.2 inch guns with a range of 26.5 kilometres played a major role in deterring any significant threat to Sydney during World War II.

14.12 The Fort was completed in 1938. It is a tribute to the ingenuity, dedication, and hard work of many hundreds of Australian engineers and gunners. Unfortunately, the guns were removed in 1962. The gun emplacements with their connecting tunnels, underground magazines and shell stores are being refurbished. Two 9.2 inch guns are being sought to be installed in the gun emplacements.

Observation Platform

14.13 The North Fort site includes an Observation Platform. From this platform there are unique views of Sydney, its harbour and harbour heads.

Australia Remembers Defence of Sydney 1939-45 Monument

14.14 The Australia Remembers Monument was built from funds provided by the Warringah Australia Remembers Trust. It is located on the seaward side of the Observation Platform. The monument symbolises the buildings of Sydney, its forts and their supporting wharfs. It is dedicated to the memory of the men and women of the armed forces of Australia, her allies, and people who served in the civilian services and volunteer organisations who protected the Port of Sydney throughout World War II.

Memorial Walk

14.15 A Memorial Walk has been established at the North Fort site. Along the walk, a series of plinths mark each war and major campaign in which Australians have served. At each plinth, details of the particular campaign are available.

14.16 The site is now managed by the Sydney Harbour Federation Trust.

CHAPTER 15

ANNIVERSARIES AND OFFICIAL CORRESPONDENCE

ANNIVERSARIES

Royal Australian Artillery Day

15.1 The anniversary of the formation of A Battery in Australia on 1 August 1871, is observed as the birthday of the RAA.

St Barbara's Day

15.2 St Barbara's Day, the 4 December, is an annual celebratory date for the RAA. The day should be celebrated through the conduct of unit sports and/or a range of social functions.

Unit and Sub-unit Anniversaries

15.3 Units and sub-units are encouraged to celebrate their anniversaries. The nature of the celebration is a matter for the discretion of the CO / BC.

15.4 A list of unit and independent sub-unit anniversaries is listed in the official correspondence schedule at annex A.

EXPRESSION OF LOYALTY

15.5 The RCC will arrange, through the DHOR, for an expression of loyalty from the Regiment to be conveyed to our Captain-General by 1 August each year.

15.6 Units and associations are not to raise individual expressions of loyalty to be sent to our Captain General.

15.7 All requests for correspondence with our Captain General are to be directed through the RCC and HOR.

EXCHANGE OF GREETINGS

15.8 The RCC will arrange, through the DHOR, for the appropriate greeting to be conveyed on behalf of the Regiment to recognise the following occasions:

- a. Royal Regiment of Artillery Day;
- b. Royal Regiment of Canadian Artillery Day;
- c. Royal New Zealand Artillery Day;
- d. Royal Malaysian Artillery Day;
- e. Other Defence Cooperation Program and coalition artillery anniversary and/or celebratory days (as applicable);

f. St Barbara's Day – 4 December including:

- (1) Royal Regiment of Artillery;
- (2) Royal Regiment of Canadian Artillery;
- (3) Royal New Zealand Artillery; and
- (4) Commanding General United States Fires Center.

15.9 The RCC will respond on behalf of the Regiment to any greeting received on these or other occasions and will advise the CC and units of the greeting and response.

OFFICIAL CORRESPONDENCE

15.10 A list of RAA Official correspondence and responsibilities is attached at annex A.

Annex:

A. RAA – Official Correspondence

ANNEX A TO CHAPTER 8

RAA OFFICIAL CORRESPONDENCE

Date	Correspondence	From	To	Comments
26 Jan	Australia Day Honours List Letters of Congratulations	RCC	All RAA recipients	RCC writes personally to all Gunners and ex-Gunners receiving awards. HOR and CC's are to advise names, addresses and spouse details to RCC ASAP after List promulgated.
26 Jan	Australia Day Honours List Letters of Congratulations	HOR	All RAA recipients	
6 Mar	6/13 Light Battery	HOR		6 Mar 1976
6 Mar	48 Field Battery	Nil	No longer on the Orbat became 6/13 Light Battery	6 Mar 1976
17 Mar	7 Light Battery	HOR		17 Mar 1916
31 Mar	2 /10 Light Battery	HOR		31 Mar 1991
1 May	Joint Proof and Experimental Unit	HOR	Now commands P&EE PW and GT	1 May 2004
4 May	4 Regiment	HOR		4 May 1960
25 May	1 Regiment	HOR		25 May 1949
26 May	Royal Artillery Day Exchange of Greetings Royal Regiment of Artillery	RCC	Master Gunner St James's Park Artillery Centre Larkhill SALISBURY WILTSHIRE SP4 8QT United Kingdom	
2 Jun	16 Air Land Regiment	HOR		2 Jun 1969
6 Jun	16 Field Battery (no longer on the orbat)	Nil		6 Jun 1960
XX Jun	Queens's Birthday Honours List Letters of Congratulations	RCC	All RAA recipients	RCC writes personally to all Gunners and ex-Gunners receiving awards. HOR staff and CC's are to advise names, addresses and spouse details to RCC ASAP after List promulgated.
30 Jun	Sir Frank McAskill Memorial Prize	SO2 HOR		
6 Jul	3 Light Battery	HOR		6 Jul 1948
17 Jul	23 Light Battery	HOR		17 Jul 1940
By mid Jun as at 1 Aug	HM Queen Elizabeth II Expressions of loyalty and dedication	RCC		To mention those units on operations to our Captain General
1 Aug	Royal Regiment of Australian Artillery	HOR	To all RAA units and sub-units	1 Aug 1871
1 Aug	A Field Battery	HOR		1 Aug 1871 (only exception for under command Battery)
15 Aug	Royal Malaysian Artillery		Director Royal Malaysian Artillery	15 Aug 1957 Formation of RMA

Date	Correspondence	From	To	Comments
1 Sep	Royal Artillery Day Exchange of Greetings Royal New Zealand Artillery	RCC	Regimental Colonel Royal Regiment of New Zealand Artillery 16 Field Regiment Linton Military Camp Private Bag PALMERSTON NORTH NEW ZEALAND	1 Sep 1947 Formation date of RNZA.
1 Sep	School of Artillery	HOR	School of Artillery Bridges Barracks Puckapunyal VIC 3662	1 Sep 1885
20 Oct	Royal Artillery Day Exchange of Greetings Royal Regiment of Canadian Artillery	RCC	Regimental Headquarters The Royal Canadian Artillery Canadian Forces Base Shilo PO Box 5000 Station Main SHILO, MANITOBA CANADA ROK 2AO	20 Oct 1871 This date recognises the formation of Canadian Artillery and is commemorated in their calendar. The RCA also commemorate 26 May (approval granted by Master Gunner St James Park in 1952)
1 Nov	20 Surveillance and Target Acquisition Regiment	HOR		1 Nov 2006
16 Nov	8/12 Regiment	HOR		16 Nov 1973
Posting Orders	Letters of Congratulation to CO and RSM designates for coming year	HOR	To individuals	
4 Dec	St Barbara's Day Exchange of Greetings Royal Regiment of Artillery	RCC	Master Gunner St James's Park Artillery Centre Larkhill SALISBURY WILTSHIRE SP4 8QT United Kingdom	
4 Dec	St Barbara's Day Exchange of Greetings Royal Regiment of Canadian Artillery	RCC	Regimental Headquarters The Royal Canadian Artillery Canadian Forces Base Shilo PO Box 5000 Station Main SHILO, MANITOBA CANADA ROK 2AO	
4 Dec	St Barbara's Day Exchange of Greetings Royal Regiment of New Zealand Artillery	RCC	Regimental Colonel Royal Regiment of New Zealand Artillery 16 Field Regiment Linton Military Camp Private Bag PALMERSTON NORTH NEW ZEALAND	
4 Dec	St Barbara's Day Exchange of Greetings Commanding General Fort Sill USA	RCC	Commanding General US Army Field Artillery Snow Hall United States Army Field Center FORT SILL OK USA 73503	17 Nov 1775
4 Dec	St Barbara's Day Greetings	HOR	To all RAA units and sub-units	
Various	Letters of Congratulations for Senior Appointments and Promotions	HOR	To individuals	

Notes:

1. Addresses and current appointment holders for overseas forces to be confirmed each year.
2. Master Gunner St James Park and Director Royal Artillery are co-located at Larkhill.

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CHAPTER 16

ROYAL AUSTRALIAN ARTILLERY NATIONAL MEMORIAL

GENERAL

16.1 The Royal Australian Artillery National Memorial (RAANM) is located on the summit of Mount Pleasant in the Australian Capital Territory. Access to the memorial is gained by way of Bridges Drive, which runs between the Royal Military College and the Australian Defence Force Academy.

PURPOSE

16.2 The memorial has been established with the following aims:

- a. commemorate those who have died in campaigns in which Australian Gunners have served since 1885;
- b. provide a saluting station for ceremonial occasions; and
- c. provide a viewing point of the Parliamentary Triangle, Russell Defence Complex, and the Royal Military College.

16.3 In 2009 the RC established the National Memorial Sub Committee to oversee the upkeep of the memorial site. It has a series of objectives:

- a. Act as a point of contact on matters relating to the RAANM and advise the Regimental Committee on this subject.
- b. Establish a "Group of Friends" and a system to monitor the state of the RAANM.
- c. Liaise as appropriate with the National Capital Authority, the RMC of A and the ACT Government on action required to preserve and maintain the RAANM.
- d. Advise the RC of issues associated with the RAANM.
- e. Meet at least twice per annum and report to the RC annually.

PROCEDURES FOR FIRING ARTILLERY SALUTES

16.4 The procedures for the firing of artillery salutes from the Royal Australian Artillery National Memorial are generally, in the format for artillery salutes shown in chapter 11.

16.5 The following provisions to be observed when firing salutes from the RAANM.

- a. the hard standing is to be protected from spade marks by using coir/rubber matting;
- b. the bollards are to be removed prior to, and replaced after each salute/ceremony;
- c. the key to the flag-pole is to be drawn from, and returned to the SO3 Ceremonial at RMC;
- d. a 1.8 m x 0.9 m Australian National Flag is to be flown (unless otherwise ordered); and

- e. a sentry is to be positioned at the (closed) boom gate (vicinity Bridges grave) on the approach road immediately below the memorial to warn the public that a salute is in progress.

CHAPTER 17

RAA EQUIPMENT ACQUISITION PLAN

GENERAL

- 18.1** The RAA plan is based on DI(A) Log 4-3-008 *Disposal of Defence Assets* dated 30 Oct 2006.
- 18.2** The RAA has identified that there have been several missed opportunities to secure historical equipment.
- 18.3** There are several avenues depending on the requesting organisation/unit to obtain assets that are to be disposed of by Defence.
- 18.4** The NFM is responsible for the disposal strategy and Defence approvals.

The RAA Process

- 18.5** HOR staff have developed the RAA plan which is based on units identifying equipment for heritage value and when an item of equipment is coming into disposal process.
- 18.6** HOR staff identifies NSN, conducts a search on MILIS, identifies the NFM and initiates contact to determine disposal strategy.
- 18.7** HOR staff circulates information to units requesting bids.
- 18.8** HOR staff collates bids, confirms priorities if required through negotiation with units and submits bids to NFM.

Other organisations

- 18.9** Other non-RAA units may bid through the NFM.
- 18.10** Unit historical collections/museums forward their bids through AHU under current procedures.
- 18.11** Associations, clubs and interest groups approach their local Member of Parliament, initiate Ministerial Process through DMO. (Alternatively, they can bid for commercial purchase). The cost is based on the work required to render the equipment innocuous).

Unit responsibilities

- 18.12** Units are requested to review their bids in this process with regard to
- a. Any equipment requested by the unit is for that units use. Bids are not include items for other non-RAA units.
 - b. The unit is responsible for the heritage management, ongoing refurbishment and storage of the equipment under unit resources.
 - c. Do not request guns that are not to be managed by your unit or are to be held by a AHU sponsored organisation.
 - d. Any bids should be strictly for unit control items.

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